



## **Ribston Hall High School**

### **Trustee's Expenses Policy**

**Date of Policy: September 2025**

**Date of next review: September 2026**

**Person responsible: Chair of Trustees**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies the discretion to pay allowances, from the school's annual budget allocation, to for certain allowances which they incur in carrying out their duties. The law also entitles charity trustees to claim legitimate expenses while engaged on trustee business.

Ribston Hall High School Trustees Governing Board believe that paying trustees allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as trustees for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

From 22/9/22, all Trustees of School have been entitled to claim the actual costs, which they incur, as follows:

1. Trustees will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Ribston Hall High School, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.
2. Trustees will be able to claim for the following, on a case-by-case basis and with the prior approval of the Trustees Governing Body:
  - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile.
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

The Trustees Governing Body at Ribston Hall High School acknowledges that:

- Trustees may not be paid attendance allowance;
- Trustees may not be reimbursed for loss of earnings.

Trustees wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk to the Trustees), attaching receipts, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Trustees. Claims will be subject to independent audit and may be investigated by the Chair of Trustees (or Vice Chair in respect of the Chair of Trustees) if they appear excessive or inconsistent.

**Adopted by Ribston Hall High School Trustees Governing Board on 18/9/24**

This policy will be reviewed by the Trustees Governing Board on an annual basis