



Tudor Grange Academies Trust

Trustee and Local Governors' Allowances and Expenses Policy

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Date updated	Version	Change from last version
16.06.21	1.0	New document
14.07.21	1.1	Update to Appendix 2 Approved mileage rates to align with Trust Expenses policy
09.03.22	1.2	Update to Appendix 2 Approved mileage rates
22.06.22	1.3	Annual review Update to Appendix 1 to include claim form for mileage, update date in Appendix 3 Annual statement
12.07.23	1.4	Annual review update date in Appendix 3 Annual statement
11.07.24	1.5	Annual review. Update to claim forms and new online links included
17.07.25	1.6	Annual review. Update date in Appendix 1 Annual statement. Update to paragraph 2.1 to reference the Academy Trust Handbook
27.08.26	1.7	Annual review. New paragraph 3.10 to note timescale to submit expenses. Update date in Annexe 1 Annual statement.

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1 Aims

- 1.1 Each year the Chair of the Tudor Grange Academies Trust Board (the Trust) states the position of the Trust in respect of Allowances paid to members of the Trust Board (the Trustees) and members of the Trust's Local Governing Bodies (Local Governors) in an Annual Statement (the Annual Statement). Appendix 1 sets out the current Annual Statement.
- 1.2 This Annual Statement sets out the terms of the policy on which such allowances will be paid.
- 1.3 By adopting this policy, we will ensure that no member of the community is prevented from becoming a Trustee or Local Governor on the grounds of cost.

2 Legislation and guidance

- 2.1 The [Academy Trust Handbook](#) confirms that academy trusts are free to determine their own policy on the payment of allowances or expenses to trustees, provided such policies are reasonable, clearly documented, and aligned with the principles of public accountability and value for money.

2.2 This policy complies with our funding agreement¹ and articles of association².

3 Overview

3.1 Trustees and Local Governors may claim allowances to cover expenditure necessary to enable them to perform their duties.

3.2 This does not include an attendance allowance, or payment to cover loss of earnings.

3.3 Trustees and Local Governors may, subject to appendix 1 Annual Statement from the Chair to the Trust Board, claim allowances or expenses by completing a claim form online following this link – [Trust Expenses Claim Form](#).

3.4 Trustees and Local Governors can claim for mileage online by following this link – [Trust Expenses Mileage Form](#).

3.5 Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

3.6 Subject to the Annual Statement, Trustees and Local Governors may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Printer Ink
- Other justifiable allowances

3.7 Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by Chair of the Trust Board or Local Governing Body before they are incurred.

3.8 The Chief Financial Officer (or their delegate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

3.9 Travel expenses where a Trustee or Local Governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates. With effect from 1st March 2022, the Trust policy is to reimburse all mileage at £0.45 per mile, up to 10,000 miles per financial year, and 25p per mile, thereafter.

3.10 In accordance with the Trust's [Expenses Policy](#), all expense claims must be submitted within three months of the date on which the expense was incurred. Claims submitted beyond this timeframe will only be considered for reimbursement in exceptional circumstances and must be supported by a clear justification.

4 Monitoring arrangements

4.1 This policy will be reviewed annually by the Trust Board as appropriate. Any amendments will be presented at a meeting of the Trust Board.

¹ [Tudor Grange Academies Trust Master Funding Agreement](#), paragraph 3.12 "The Secretary of State will pay GAG to the Academy Trust towards the normal running costs or capital expenditure of each of its Academies, including: (c) employees' expenses; (m) establishment expenses and other institutional costs"

² [Tudor Grange Academies Trust Articles of Association](#), article 6.5 "A Director may at the discretion of the Directors be reimbursed from the property of the company for reasonable expenses properly incurred by him or her when acting on behalf of the Company, but excluding expenses in connection with foreign travel"

ANNEXE 1



Tudor Grange Academies Trust

Annual Statement on Trustees and Local Governors' Allowances 2026

Having discussed the payment of Trustees and Local Governors' allowances, and being aware that Trustees and Local Governors' may incur out of pocket expenses in carrying out their duties, the Trust Board has decided to pay allowances only for the following items:

- Mileage expenses
- Necessarily incurred expenses due to home working, such as printer inks.

No other allowances will be paid to Trustees and Local Governors at this time.

The application of this policy could be reviewed on an individual basis if it is felt that it would prevent a Trustee or Local Governor from being able to attend meetings.

This decision will be reviewed annually.

Signed:

Dr Peter Rock, Chair of the Trust Board

Date: 27/08/2026