

# Trustee & Governor Expenses Policy



**Review Date:**  
August 2023

**Ratified:**  
September 2023

**Next Review:**  
September 2025

**Responsible Colleagues**  
Michelle Eaves, Head of Governance

# Our Vision



## Transforming Lives of our learners

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.



## Transforming Lives of our colleagues

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.



## Transforming Lives in the communities we serve

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

**Commitment to Education**

**Transparency and Integrity**

**Innovation and Improvement**

**Dedication to Inclusivity**

# Our Values

## Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

## Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

## Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

## Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

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# 1 | Introduction

- 1.1 Our Trust believes that it is important that the governance of the Trust reflects the community it serves. As such, the board has agreed this policy for Trustee and Governor expenses which sets out the categories of expenditure that can be claimed for from the Trust subject to appropriate VAT receipts being provided.
- 1.2 No claim for expenses will be approved unless it is made in accordance with this policy.

# 2 | Expenses Covered by the Policy

- 2.1 The following types of expenditure can be claimed for within this policy by Trustees and Governors:
  - Car travel on Trust business, including meetings and training which will be paid at the HMRC approved rate per mile at the time of the claim. The mileage paid will be calculated based on the shortest route and paid at the current HMRC rate.
  - Public transport costs incurred as part of Trust business, including meetings and training. Unless the cost of 1st class travel would be cheaper than standard class, 1st class travel is not covered by the policy.
  - Reasonable subsistence costs incurred when attending meetings on behalf of the Trust or training events for the Trustee/Governor role, that cannot be claimed from another source. Claims will be capped at a maximum amount of £15 for breakfast, £15 for lunch and £25 for the evening meal. All of these amounts are inclusive of VAT.
  - Reasonable costs of childcare needed to attend a meeting of the Trust (excluding payments to any former partner/spouse).
  - Reasonable costs of care for any elderly or dependent relative needed to attend a meeting of the Trust.
  - Reasonable telephone charges, photocopying, stationery, postage etc.
  - Any other justifiable expenses which have been incurred whilst acting on behalf of the Trust.
- 2.2 As Trustees and Governors are providing a voluntary service, allowances and expenses will not be paid for the following:
  - Any fee for attending meetings.
  - Any reimbursement for lost earnings.

## 3 | Making a Claim

- 3.1 Those wishing to make a claim should obtain prior approval from the Head of Governance before incurring the expenditure. Claims must be made within 3 months of the expense being incurred and must be made on the Trust expenses form appended to this policy. All claims must be accompanied by a VAT receipt.
- 3.2 For mileage claims, details of the reason for the journey and the post codes will assist in the mileage expense being approved.
- 3.3 Payments will be made via BACS and will be subject to review by the Audit and Risk Committee.

## Appendix 1- Trustee & Governor Expenses Claim Form

Date Incurred	Description of the Expense Incurred.	Amount (£)	VAT receipt included (tick this box)

### If you are claiming for a car journey

Make and model of car	Petrol/Diesel/Electric (please specify)	Engine Size

Date Incurred	If claim is for travel by car, please provide a description.	Post Code From	Post Code To	Total Miles

## Declaration

<b>Print Name:</b>			
<b>I confirm that this claim complies with the Trust's Expenses Policy.</b>			
<b>Signature:</b>		<b>Date:</b>	

## Approved - Head of Governance

<b>Signature:</b>		<b>Date:</b>	
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