

Trustee and Governor Expenses Policy

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Document Change History

Date:	Version:	Description of Changes:
May 2020	1.0	First version
Sept 2022	1.1	Update to include latest guidance

Mission Statement

“To nurture and develop all people in our Trust so that they reach their full potential academically, vocationally, and personally, including being positive role models for future generations in the community. We will achieve this by providing high quality values-based education that cultivates employability and life skills making our schools the first choice for young people, parents, carers, staff and employers.”

Values

The values of Respect, Excellence, Collaboration, Independence, Perseverance, Enjoyment, Leadership, Integrity and Care are central to everything we do at the Skills for Life Trust.

Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

The Skills for Trust values the time and support given voluntarily by those who undertake Trustee and Governor roles and responsibilities.

Multi Academy Trusts have a significant level of autonomy which makes it all the more important for the Trust Board to consider the regularity, propriety and value for money of all aspects of trust business.

This policy has been developed in accordance with the Department of Education’s Governance Handbook, the requirements of the Education and Skills Funding Agency’s (ESFA) Academy Trust Handbook (ATH), the Trust’s Articles of Association and guidance provided from the Charity Commission (CC11).

The Trust has the discretion to pay allowances from the Trust’s annual budget allocation to Trustees and Governors for certain allowances which they incur in carrying out their duties. The Skills for Life Trust believes that paying such expenses, as set out below, is important in ensuring

equality of opportunity to serve as a Trustee or Governor for all members of the community and so is an appropriate use of Trust funds.

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

Definitions

In this policy the following words and expressions shall have the following meanings:

“Directors”, “Trust Board” or “Trustees” means the Board of Directors of the Skills for Life Trust as constituted from time to time.

“Governors” means the Local Governing Body of each Academy referred to as the Local Governing Body (LGB) as constituted from time to time.

“Trust” means the Skills for Life Trust and/or any of its Academies.

1. Allowances

- 1.1 Trustees and Governors of the Skills for Life Trust will be able to claim reimbursement of expenses providing they are incurred in carrying out their duties as a Trustee, Governor or representative of Skills for Life Trust.
- 1.2 Trustees and Governors will be able to claim for the following, on a case-by-case basis:
 - 1.2.1 The reasonable cost of travelling to and from Trust meetings, and on Trust business and events, this can include the cost of using public transport, taxi fares and petrol allowances to the level permitted by HM Revenue and Customs before tax becomes payable. Mileage will be calculated according to the shortest route to and from the required destination. Mileage rates are currently 45p per mile for less than 10,000 miles per year, 25p per mile thereafter.
 - 1.2.2 Subsistence costs, payable at the specified rates for Trust personnel, for the cost of meals taken while on Trust business.
 - 1.2.3 The cost of postage and telephone calls on Trust business.
 - 1.2.4 Communication support; translating documents into Braille or into different languages; provision of learning and listening device etc.
 - 1.2.5 Cost of reasonable overnight accommodation and subsistence while attending Trust meetings or other essential events such as specialist training courses.

1.2.6 Claims for the reasonable cost of childcare, or care of other dependant whilst attending trustee meetings or other agreed activities, such as training events. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to help care for his/her child(ren)/other dependant.

1.3 All expenses incurred should follow the Academy Trust Handbook's principle of value for money i.e. "achieving the best possible educational and wider societal outcomes through the [economic](#), [efficient](#) and [effective](#) use of resources, the avoidance of waste and extravagance, and prudent and economical administration". They must also be affordable within each Academy's general budget or the central Trust budget for Trustee expenses.

2. Expense payments which will NOT be paid

2.1 The following payments will not be paid by the Skills for Life Trust.

2.1.1 Any expense in connection with foreign travel.

2.1.2 Payment of hotel accommodation or travel costs for spouses or partners who are not themselves travelling on Trust business.

2.1.3 Expenses that can be claimed from any other source.

2.1.4 Compensation for loss of earning whilst carrying out Trust business.

2.1.5 Attendance allowances.

2.2 Reimbursements for purchases made on behalf of the Trust are not counted as expenses and are accounted for as part of the Trust's general expenditure.

3. Arrangements for making a claim

3.1 It is good practice for a Trustee or Governor to agree the anticipated cost of any expenditure which is to be reclaimed with their Chair before incurring such expenses. However, any expenditure which in total exceeds £25.00 **MUST** always be pre-approved by their Chair prior to being incurred.

3.2 The following process and principles will apply to the approval of expenses:

3.2.1 The actual cost must be notified to the Chair within four weeks of incurrence,

and;

3.2.2 A claim for reimbursement must be submitted to the Chair (see appendix 1) within four weeks of the expense being incurred.

3.2.3 A receipt is required in order to obtain a refund.

3.3 In cases where the above principles have not been followed, the claim will be forwarded to the Skills for Life Trust Finance, Audit and Risk Committee for review. If the Committee decides not to approve the claim then the claimant will be notified in writing of the reasons the expenses have not been approved and the claimant may then appeal in writing to the Trust Board whose decision is final.

3.4 In the case of a Chair of an LGB claim this should be approved by the Trust Board. In the case of the Chair of Trust Board reclaiming expenses this should be authorised by the Finance, Audit & Risk Committee.

4. Accounting for Trustee Expenses Claims

4.1 Annually a schedule of all expenses reimbursed to either Directors/Trustees or Governors will be submitted to the Trust Finance & Audit Committee for review.

4.2 As part of the applicable Statement of Recommended Practice the Trust will disclose as a note to its accounts:

4.2.1 The total amount of trustee expenses.

4.2.2 The nature of the various expenses.

4.2.3 The number of trustees involved.

4.3 If trustees have received no expenses this should also be stated.

5. Other payments

5.1 No Trustee or Governor may receive any other financial benefit from the Skill for Life Trust or any of its Academies such as payment for services unless this is permissible under the Trust's Articles of Association.

6. Statement of review

- 6.1 The Board of Trustees has agreed that this policy will be reviewed on an annual basis unless Government guidance or legislation forces an earlier revision. Any review will take into consideration all aspects of applicable legislation and advice current at the time of the review.

Appendix 1: Trustee/Governor Claim Form

Academy (Please circle)

CCA GA HTP TRUST WGS WWPA

Trustee/Governor claim form

Name: _____

Address: _____

Purchase order reference: _____

Claim period: _____

I claim the total sum of £_____ for Trustee/Governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

Approved by Head / Line Manager:

Signed: _____

Date: _____

If over £20, refund to be made via Cheque. If under £20, Refund can be made by cash.

Signed once cash collected: _____

Date: _____

