



Diocese of Norwich
St Benet's
Multi Academy Trust

[Academy Name]

Trustee and Governor Expenses Policy

Policy Type:	Trust Core Policy
Approved By:	St. Benet's MAT Board 8
Approval Date:	March 2018
Date Adopted by LGB:	dd/mm/yyyy
Review Date:	December 2021
Person Responsible:	Governance Manager

Roles and Accountabilities

The Diocese of Norwich St. Benet's Multi Academy Trust is accountable for all policies across its Academies. All policies, whether relating to an individual academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high quality education in the context of the Christian values of responsibility, respect and dignity where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

Statement of intent

The Diocese of Norwich St. Benet's Multi Academy Trust is dedicated to good practice and ensuring equality through school processes.

The governance of schools in England is deeply rooted in the principle of voluntary service, but academies have the opportunity to decide whether they wish to pay expenses to trustees and governors. St. Benet's Trust believes that no trustee or governor should be out-of-pocket in respect to carrying out their duties on behalf of the academy and, therefore, that the payments of expenses for trustees and governors are important in ensuring equality for all members of the school community.

St. Benet's Trust encourages all trustees and governors to submit claims for reasonable expenses incurred whilst carrying out their duties.

1. Legal framework

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- The Charities Act 2011
- The Trustee Act 2000

1.2. This policy has due regard to guidance, including, but not limited to, the following:

- The Charity Commission (2012) 'Trustee expenses and payments'
- DfE (2017) 'Governance handbook'

2. What are expenses?

- For the purpose of this policy, "**expenses**" are refunds paid to trustees/governors to cover the costs incurred whilst fulfilling their governance duties for the academy trust.

2.2. Allowances of properly incurred expenses are not a payment to trustees/governors for their services, nor do they count towards any kind of personal benefit.

3. What can trustees/governors claim expenses for?

- Payments can only be paid for expenditure necessarily incurred to enable the person to perform any governance duty.
- Expenses will be paid on provision of a receipt, at the rate set out in the scheme, and will be limited to the amount shown on the receipt.
- Trustees/governors of St. Benet's MAT are permitted to claim expenses in the following instances, on a case-by-case basis and with prior approval from the board of trustees:
 - **Travel:**
 - Claims for expenses may be made for travel between the trustee/governor's household and an academy or the trust's central administration office in their personal car.
 - The nature of the travel must be related to the work of the board of trustees/local governing body, e.g. trustee meetings, training courses.
 - Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.
 - The costs of parking for business away from the academy trust, where necessary, will be returned upon production of a valid receipt.

- **Hospitality:**
Trustees/governors will be able to claim for the following only in exceptional circumstances and subject to the prior approval of the Chair of the Trust Board/Local Governing Body:
 - Overnight accommodation and subsistence costs
- **Childcare:**
Trustees/governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Trust Board/ Local Governing Body:
 - Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner)
 - Cost of care arrangements for an elderly or dependant relative (excluding payments to a current/former spouse or partner)
- **Specific needs:**
Trustees/governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Trust Board/LGB:
 - Trustees/governors may claim allowances for expenses relating to specific needs incurred when carrying out approved duties.
 - The circumstances in which trustees/governors can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription, special transport for individuals with disabilities, etc.
- **Telephone charges, broadband, photocopying, stationery, etc.:**
 - Claims for reimbursements can be made where a trustee/governor is unable to use an academy's or the trust's central administration office facilities for any of the above.
 - Allowances will be returned upon production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.
- St. Benet's MAT acknowledges that:
 - Trustees/governors may not be paid attendance allowance
 - Trustees/governors may not be reimbursed for loss of earnings

4. Payments which do not count as expenses

- Trustees/governors are not able to receive allowances for the following:
 - Payments for hotel accommodation or travel costs for spouses or partners who are not participating in the business of the academy trust
 - Payments for private telephone bills for business unrelated to the academy trust
 - Payments for private medical insurance

- Petrol mileage rates above the mileage rates published by HMRC (45 pence per mile)
- Parking fines
 - NB. This list is not exhaustive and the board of trustees/LGB may decide to reject other requests for expenses which are excessive, false or unreasonable.
- Any trustee/governor that attempts to claim expenses which are excessive or false, as outlined above, may be liable to removal from the board of trustees/Local Governing Body and, if the expense has already been reimbursed, may be liable to repay the academy trust for the amount paid.

5. How are expenses claimed?

- Trustees/governor should claim expenses on a monthly basis, unless the amount to be claimed is substantial and/or urgent.
- Claims should be made using a claim form, and submitted to the Finance officer, via the trust's central administration office or Academy office.
- An example of the Claim form which will be used by the trustee/governor can be found at the end of the document. Claim forms can be downloaded from GovernorHub.
- All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the Chief Operating Officer may ask for further details.
- The board of trustees will account for all expenses in the academy trust's accounts; this includes:
 - Details of the payments and other benefits to trustees/governors and connected persons.
 - Details of the legal authority upon which the payment has been made and the reasoning for it.

6. Monitoring and review

- The Governance Manager will review this policy on a three-yearly basis in conjunction with the board of trustees, and will make any changes necessary.
- All trustees/governors are required to familiarise themselves with this policy upon their appointment to the board of trustees/LGB.

Trustee/Governor Expenses Claim Form

Name		
Local Governing Body		
Home Address		
Telephone		
Email		
Claim for the period:	from	to

Please refer to the St. Benet's MAT Governor/Trustee Expenses Policy for allowable expenses. Other expenses cannot be reimbursed without relevant supporting documentation (i.e. receipts) and trustee/ governor expenses must be authorised by your Chair of Trust Board/Local Governing Body/ Headteacher/CEO. If you have regular expenses we ask that you make claims monthly.

The completed form should be sent to the central Finance team (Trustees) / Academy office (Governors).

Please itemise each expense overleaf and attach all receipts, then complete the summary below:

Claim summary

A. Car mileage	£
Bike mileage	£
B. Other expenses	£
Total claimed	£

Payment details

Please reimburse me by BACS to:

Bank details as previously provided

Bank details as follows (if not provided before or have changed):

Account No.:

Sort code:

Account in the name of:

I confirm that the above expenditure has wholly been incurred carrying out duties for the local governing body named above.

Signed:

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Date:

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For Office use only	Initials	Date		
Calculations and additions checked			Expenses A/C No.	
Authorised by appropriate senior officer			Journal No.	Date:
Approved for processing			Chq No.	Date:

A. Car mileage (or bike mileage)

Add account code and cost centre if known

Date	Journey (to/from)	Reason for claim	No of miles	Account code & cost centre

The current rate of car mileage reimbursement is 45.0p claim less than 10,000 miles a year, and **miles** 25.0p for every mile over. For bike mileage it is 24.0p for motorbikes and 20.0p for bicycles.

Total
Total cost per mile if you

Car: (x 0.45 / 0.25)

Bike: (x 0.24 / 0.20)

	£

B. Other expenses

(e.g. postage, telephone, etc.) with receipts or other supporting documentation

Date	Detail / reason for claim	Cost	Account code & cost centre

B. Total cost:

£