



Member, Director and Governor Expenses Policy

Approved by the Board of Directors:
11th December 2021

Next review date:
Risk and Resources Committee: November 2021

Member, Director and Governor Expenses

This policy applies to Members, Directors, Governors of schools /academies within the Trust and any person who is not a member, Director or Governor but is co-opted to support Trust or a school/academy within the Trust.

Academy trusts are exempt charities with charitable purposes and must apply these for public benefit. The Trust's articles of association do not allow payment to trustees, members or governors for undertaking the role and any such payment would require prior Charity Commission authorisation. Academy trusts must also comply with the restrictions on transactions with related parties in the ESFA Academies Financial Handbook.

The Trust is however allowed to reimburse costs, such as travel or childcare, which have been incurred because of serving on a board. Payments can only be paid for expenditure necessarily incurred to enable the person to perform a governance duty. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- **Child care or babysitting expenses**

Where a member, director or governor does not have a spouse, partner or other responsible adult to care for a child or children during a period of absence in which that director or governor attends meetings of the main board, its committees, the local governing body, its committees or is otherwise representing the school or the Trust. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

- **Care arrangements for an elderly or dependent relative**

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the member, director or governor would have provided during the period of their absence.

- **Members, Directors or Governors with a special need**

Where the school or trust does not provide facilities or equipment to enable a member, director or governor to communicate or otherwise take part in the activity in question. Claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing support.

- **Members, Directors or Governors whose first language is not English**
The translation of documents or provision of an interpreter may be met. Claims will be limited to reimbursing the cost of, for example, provision of an interpreter or translator or other means to enable communication, including travelling and subsistence for a person providing support.

- **Telephone charges, photocopying costs and stationery**
May be reimbursed where the member, director or governor is unable to use the facilities of the school or Trust in carrying out any duty on behalf of the school or the Trust. A written record or a receipt should be provided (where possible).

- **Travel and subsistence**
In normal circumstances mileage up to a maximum of 50 miles, may be claimed where the distance between the member's, director's or governor's home and the school exceeds 3 miles. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the HMRC rate of 45p per mile.

Payments of expenses where these have been, or are already, met by another organisation are excluded from this policy.

Claiming

To reduce administration, unless substantial sums are involved, members, directors and governors are asked to claim termly in arrears, prior to the end of the financial year in question. Claims should be made to the Central Trust Finance Office and authorised by the Clerk to the Board or the LGC.