



TWO RIVERS
HIGH SCHOOL



Payment of Trustee and Governor Expenses Policy

ENDEAVOUR MULTI ACADEMY TRUST

Reviewed by: Finance Committee

Review date: Summer 2021

Next Review: Summer 2023

Introduction

This policy is designed to set out in what circumstances Trustees and Local Governing Board members ('Local Governors') are entitled to claim for expenses. Endeavour Multi Academy Trust Trustees and Local Governing Board members provide a voluntary service and as such should not be out of pocket for the service they provide. This policy will be applied equally to all categories of Trustees and Local Governors.

Background

This policy has been developed with reference to:

- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (Departmental advice for school leaders and governing bodies of maintained schools and management committees of PRUs in England).
- Academies Financial Handbook.
- Endeavour Multi Academy Trust Articles of Association.
- Trustee Expenses and Payments (The Charity Commission).

What are Expenses?

Expenses are refunds of legitimate payments which a Trustee or Local Governor has had to meet personally in order to carry out his or her duties to the Trust or Local Governing Board. Expense claims should normally be supported by bills or receipts, except where it is impractical to expect this, for example, where very small amounts are claimed.

How to Claim Expenses

- a) Local Governors' expenses claims should be submitted to the Bursar at the relevant school following approval by the Chair of the Local Governing Board.
- b) Trustees' expenses claims should be submitted for approval by the Chief Executive Officer and submitted to the Chief Finance Officer via email m.highfield@endeavourmat.co.uk
- c) An Expenses Claim form should be completed in all instances which is available from the Chief Finance Officer and can also be found on Governor Hub.
- d) As long as the School/Trust only pays the recipient for the actual cost or expense, the payment is not taxable.

Legitimate Expenses

The following are examples of legitimate expenses which may be claimed:

- a) The reasonable cost of travelling on Trust or Local Governing Board business but not the cost of travelling to and from Trust or Local Governing Board meetings. This can include the cost of using public transport (where is preferred as far as is practically possible). Taxi fares for short journeys, and petrol allowances to the level permitted by HM Revenue & Customs (HMRC) before tax becomes payable.
- b) Communication support: translating documents into Braille for a visually impaired Trustee or Local Governor, or into different languages; provision of alerting and listening devices, and other special aids for people with hearing impairment.
- c) Providing special transport, equipment or facilities for a Trustee or Local Governor with a disability whilst on Trust or Local Governing Board business.
- d) Reasonable refunds for the cost of meals taken whilst on Trust or Local Governing Board business.
- e) Cost of reasonable overnight accommodation and subsistence (including any essential care costs) whilst on Trust or Local Governing Board business.
- f) The cost of postage and telephone calls on Trust or Local Governing Board business.
- g) All expenses should be approved by the Chief Executive Officer (in the case of Trustees) or the Chair of the Local Governing Board (in the case of Local Governors) prior to the expenses being incurred.