



AGAPE

MULTI ACADEMY TRUST

A collaboration of schools which enhances the educational experiences and outcomes for children, maximising the benefits of working together, whilst maintaining the individual culture and ethos of each individual school

Governor and Trustee Expenses Policy

Author:	CEO/Governance Professional
Approver:	Finance & Resources
Date:	19 th March 2024
Next review:	March 2027 unless there are earlier statutory or guidance changes
Category of policy:	Trust Board

Changes history

Version:	Date:	Amended by:	Substantive changes:	Purpose:
1			New trust policy	

1: Introduction:

This policy makes provision for allowances to be paid to trustees, governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties. No other expenses or allowances will be permitted. Any claim for expenses will be met from the school's budget.

This policy complies with our funding agreement and articles of association.

Claims for expenses in connection with foreign travel are specifically excluded by our Articles of Association under item 6.5.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a trustee/governor on the grounds of cost.

2: Child care or babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the trustee/governor is attending meetings of the Trust Board, its committees including Local Governing Committees or other agreed activities, such as training events. The maximum claim limit is £30.00 per day. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner, or other responsible adult who normally lives in the family home and whom is available to care for his/her child(ren) at the time.

3: Care arrangements for an elderly or dependent relative

Costs may be claimed in the same situations as section 2 above.

4: Telephone charges, photocopying, stationery, etc.

When a trustee/governor is unable to use the school's facilities for any of the above, a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

5: Travel and subsistence

Mileage may be claimed for distances exceeding 10 miles in total for the purpose of attendance at meetings of the Trust Board, its committees including Local Governing Committees or other agreed activities, such as training events. Claims will be reimbursed at the Inland Revenue rate (currently 45p per mile for cars and 24p for motorcycles).

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances (i.e. for meals that would not otherwise have been purchased, or car parking charges that would not otherwise have been incurred) will be reimbursed upon the production of a receipt up to a maximum amount of £10.00.

6: Support for trustees/governors with special educational needs or where English is an additional language

Where trustees/governors require support or additional resources such as auditory equipment/interpreters to take an active part in the meetings or trustee/governor activities they should speak to the Chair of Trustees/Chair of the Local Governing Committee as appropriate to discuss the support, provision and resources required. Such support, provision and resources as agreed will be provided or reimbursed at their actual cost.

7: Making a claim

Governors and trustees should claim in arrears on a termly basis unless the amount claimed is substantial.

Trustee claims should be authorised by the Chair of Trustees and governor claims by the Chair of their Local Governing Committee and submitted to the CFOO for processing.

The policy and the amounts payable will be reviewed triennially.