



# Trustees'/Governors' Expenses Policy

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Avonreach Academy Trust

<b>Approved By:</b>	<b>AAT Board of Trustees</b>
<b>Approved On:</b>	<b>21<sup>st</sup> November 2017</b>
<b>Next review date:</b>	<b>Autumn Term 2020</b>

<b>Associated documentation</b>	
<b>Academies Financial Handbook</b>	<b>Sept 2017</b>
<b>AAT Financial Regulations Policy</b>	<b>November 2017</b>

This document sets out the regulations for the MAT and member academies

This policy statement has been developed in accordance with the DfE document “The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013”. These regulations give Governing Bodies the discretion to pay expenses from the school’s annual budget allocation to Trustees / Governors for certain expenses which they incur in carrying out their duties.

This policy has been written and approved in line with the Trust’s Articles of Association which state that 'A governor may at the discretion of the governors be reimbursed from the property of the academy trust for reasonable expenses properly incurred by him or her when acting on behalf of the Academy trust but excluding expenses in connection with foreign travel.'

The Trustees believe that paying Trustees’/Governors’ allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Trustees and Governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

Trustees delegate authority to the EO/Headteacher for the day to day implementation of the policy and approval of expenditure within the budget set.

All Trustees/Governors of will be entitled to claim the actual costs, which they incur as follows:

1. Trustees/Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Trustee/Governor or representative of the trust or a school within it, and are agreed by the EO/Headteacher that they are justified before any reimbursable costs are incurred.
2. Trustees/Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the EO/Headteacher:
  - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - All expenses claimed must be supported by receipts including mileage, where the fuel receipt is required even when the mileage does not represent the full amount of fuel purchased.
    - The cost of mileage relating only to travel to meetings/training courses will be paid at the current HMRC rate per mile;
    - Reasonable costs relating to other travel should be agreed in advance ensuring the cost is kept to the minimum possible but taking into consideration constraints on the travel i.e. timings of events and other commitments the Governor may have.

- Subsistence costs will be paid at the current rate. The trust has adopted the LA Rates. Please note alcoholic beverages will not be reimbursed;
  - Photocopying/Printing and Postage should wherever possible be completed via the school. Only in exceptional circumstances will expenditure be reimbursed where these functions have been paid for independently;
  - Telephone charges, stationery etc.
3. Trustees/Governors will be able to claim for expenses incurred as a response to an emergency situation even if not agreed in advance; in this case the EO/Headteacher will approve reasonable expenditure retrospectively.

Trustees/Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School/Finance Office), attaching receipts for all expenditure, and return it to the School via the Clerk to the Governors within one month of the date when the expenditure was incurred.

The Trustees acknowledge that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Claims will be subject to independent audit and may be investigated by the Chair of Trustees (or Chair of the Finance and Audit committee in respect of the Chair of Trustees) if they appear excessive or inconsistent.