



Trustee and Governor Allowances Policy

Last reviewed on: September 2024

Next review due by: September 2025

Owner: Director of Finance

Source: The Key

Courage, Responsibility, Compassion, Respect, Integrity

Everychild Partnership Trust's Board of trustees has developed this policy in accordance with the provisions of the Academies Handbook and the trust's articles of association.

Trustees and Governors should ensure that they are aware of the Charity Commission's guidance for trustees CC11: Trustee expenses and payments.

The duties of Trustees and Governors are varied and this policy outlines how the Trust pays Trustee allowances from the central trust budget to support them as they carry out their duties.

Trustees are responsible for the overall success of all schools operated and managed by the trust therefore using part of the central trust budget in this way is an effective use of funding.

This policy outlines the good practice guidelines that are in place to help us ensure that there is equality when it comes to spending and that all trust funds are being used in a way that best supports our Trust community.

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

All expenses claims submitted by local governors must be met from the schools' delegated budget.

All expenses claims submitted by trustees must be met from the trust's central budget. Payment can be made from any other source of income to the trust or school (e.g. private funds) if the person providing those funds is made aware that they might be used for that purpose.

1. Eligible Allowances

In all circumstances surrounding claiming costs, **appropriate proof of payment must be provided**. Trustees and Governors are entitled to claim the actual costs for the following on a case-by-case basis.

Any claims for allowances should be submitted for consideration by the Chair of the Trust Board in advance of the costs being incurred where this is practicable.

- The extra costs that they incur in performing their duties, either because they have additional needs or because English is not their first language.
- Childcare or babysitting while the trustee/governor is attending meetings of the trust/governing body, one of its committees, or other agreed activities such as training events. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives at home to care for his or her child(ren).
- Care arrangements for an elderly or dependent relative. Costs claimed in this situation would be done in the same way as is arranged for childcare.
- There may be cases where telephone charges, photocopying or stationery charges are incurred where the trustee/governor is unable to use the trust's/school's facilities to carry out their duties. Receipted accounts or at the least detailed written records should be made and submitted.
- Travel claims may be made where trustees/governors are required to travel to meetings of the trust/governing body, or meetings of its committees, or other agreed activities. Mileage

may be claimed for distances exceeding one mile each way at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate, as published from time to time. Where public transport is used the actual cost of expenditure will be reimbursed, as will the cost of a taxi where public transport is not available. Car parking charges may also be reimbursed upon production of a receipt.

- Subsistence allowances, such as for meals that would otherwise not have been purchased up to a maximum amount of £10.00 per lunch meal or £20.00 per evening meal. Claims for alcohol will not be accepted.

The list above is not exhaustive and there may be a need for alternative claims in certain individual circumstances. Any claims for other allowances should be submitted for consideration by the Chair of the Trust Board in advance of the costs being incurred where this is practicable.

Trustees and Governors will not:

- be paid an attendance allowance
- be reimbursed for loss of earnings

2. Making a claim

Trustees/Governors who wish to make a claim must fill out an expense claims form, which can be obtained from the Clerk to the Trust Board. Receipts must be attached where available and claims must be made within two weeks of the expense being incurred/ termly. The chair of the Trust Board and Director of Finance will approve claims and claims forms to should be addressed to them.

Please note that our auditors require that every expense claim is fully supported with tickets and receipts.

Claims will be investigated by the Auditors if they appear excessive or inconsistent. Action may be taken against any Trustee or Governor who submits misleading claims.