

# Trustee and Governor Expenses Policy

<b>Date Approved by Trustees</b>	<b>May 2022</b>
<b>Date to be reviewed</b>	<b>May 2025</b>

## Introduction

Endeavour MAT (“the Trust”) holds to the concept that unpaid trusteeship and governance has been one of the defining characteristics of the academy sector, contributing greatly to public confidence. In addition, it recognises that schools are funded by the public purse for the benefit of the students in its care. One of the three primary responsibilities for trustees and governors is ‘overseeing the financial performance of the organisation and making sure its money is well spent’ (Department for Education (DfE) Governance Handbook).

The Trust also recognises the importance of attracting committed trustees and governors from all walks of life and all backgrounds. Our trustees and governors need to reflect the diversity of our student and parent bodies and to bring the variety of skill sets and experience that enriches the decisions that we take on behalf of our school communities. The Trust will therefore be sympathetic to, but not bound by, a person’s financial situation if it prevents them from participating fully in their governance role.

## Rationale

Trustees and governors give freely of their time and expertise. However, they are entitled to have their reasonable expenses met from the funds of the schools and Trust. The basic principle is that trustees and governors must not put themselves in a position where their personal interests conflict with their duty to act in the interests of the schools and Trust.

While it is encouraged that trustees and governors understand and are representative of the area local to our schools, the Trust would not wish to compromise the size and effectiveness of the Trust Board or Local Governing Bodies by too tight a limitation on home-school travel.

The Trust considers that an area of 25 mile radius from the Trust’s registered office in Wilmington is likely to provide a sufficiently mixed catchment area from which to draw trustees and governors and this policy has been drafted on that basis, any exceptional cases that fall outside of this assumption will be considered on a case by case basis, ideal at the appointment stage for the trustee/ governor, considering the needs of the skills mix required to be met.

## The Policy

This policy has been drawn up to make clear what expenses the Trust will meet, the circumstances in which it will do so and the methods used to give clear accountability for this expenditure. It has been drawn up with reference to the **Finance Regulations Manual** of the Trust in respect of reimbursable rates and **The Charities Commission Guidance document ‘Trustee expenses and payments (CC11)’** in respect of policy.

## What the Trust will not reimburse:

The Trust supports those discharging governance roles through:

- provision of a robust and secure IT platform. This enables members to view all documentation and make normal communications free of charge online;
- providing the option to participate in Trust organised meetings, conferences and training remotely if it supports their attendance;

- provision of guidance and assistance from the Trust's professional clerk; and
- direct payment for training and any other pre-payable costs in order to avoid the need to incur expenses.

As a result of the support and context noted above it is anticipated that, other than in exceptional circumstances, the Trust will not therefore pay expenses in relation to the following:

- i) Travel or attendance costs for routine Trust or Local Governing Body (LGB) meetings (as agreed in the annual calendar of meetings);
- ii) Home costs of broadband, paper or other similar sundries;
- iii) Costs of childcare or other care commitments in order to attend meetings;
- iv) Costs of telephone calls, postage or similar;
- v) Travel, attendance or care costs in order to attend other school activities e.g. Parent Evenings, concerts, presentations. While encouraged, attendance at these is voluntary;
- vi) Travel expenses in order to attend any eligible event taking place at the relevant school/ Trust location will not normally exceed the actual distance or a maximum of 50 miles round trip travel for those living outside a 25mile radius from the Trust's registered office.

#### What the Trust will pay:

- i) Actual travel and reasonable out of pocket costs (generally related to personal subsistence when attending meetings or events not at Trust premises) incurred by Trustees or Governors wholly, exclusively and necessarily incurred through attendance at agreed training or conferences undertaken in their governance role. This may include overnight costs;
- ii) Additional travel costs incurred in attending exceptional activities at the request of the Trust or School on Trust premises, e.g. interview panels, meetings over and above the standard annual schedule, visits to non-Trust premises made to fulfil the monitoring duties to a maximum of two visits per year per person. This will be capped at a 50 miles round trip travel for those living outside a 25mile radius from the Trust's registered office.
- iii) providing special transport (including attending routine Trust or LGB meetings), equipment or facilities for a trustee or governor with a disability e.g. costs of converting documents into Braille;
- iv) Actual travel and reasonable out of pocket costs (generally related to personal subsistence when not on Trust premises) incurred by Trustees or Governors wholly, exclusively and necessarily through attendance at meetings/ events required by DfE, Local Authority, Ofsted or other bodies as required by the Trust/ school.

## How the Trust will pay expenses

When a trustee or governor requests support or reimbursement, the following process must be followed:

1. Any claim for expenses must have been agreed in advance, by the Chair of Trustees or the relevant Chair of Governors/ Committee. Where the expenses relate to an LGB Chair these will require approval from the Chair of Trustees and where the expenses relate to the Chair of Trustees these will require approval from the Chair of Finance & Audit Committee.
2. Trustees and governors will be reimbursed at the same rates that apply to staff (As set out in Appendix 3 of Finance Regulations Manual) and must comply with the requirement to provide receipts for non-mileage items.
3. The expenses claim form appended to this policy will need to be completed by the trustees/ governor and signed by the appropriate Chair to authorise the expenditure and indicate that all receipts have been provided. This form will then need to be passed to the Clerk for onward processed and payment by the Trust Finance Department.
4. Expenditure on trustee and governor expenses will be monitored as part of the monthly management accounting by the School and Trust as well as reported by each LGB and the Trust Board in its annual impact report and disclosed to the required level of summarised detail in the Trust's Annual Report and Accounts.

**Trustee & Governor Expenses Claim Form**

<b>Trustee/ Governor Full Name:</b>	
<b>School LGB or Trust Board:</b> (please specify school for LGB)	
<b>Reason for claim:</b> (e.g. attendance at in person external training –name of course, date of attendance and location)	
<b>Expenses supported by receipts:</b> (Please list the receipts attached to this form and the amounts) Please Note: receipts must be provided for all items to be reimbursed.	
<b>Expenses in the form of mileage claim:</b> (Please state postcode of start and finish locations for journeys and if there were eligible passengers in your vehicle please provide names)  Please Note: Google maps will be used to confirm journey distances and rates for reimbursement will as for staff expenses.	
<b>Total being claimed</b>	
<b>Claimant Declaration:</b> I have incurred the above costs wholly and exclusively in discharging my role as a governor/ trustee of Endeavour MAT and in accordance with the Trust's policy (to be signed by claimant).	
<b>Authorisation by Chair:</b> (of relevant LGB, Trust Board or relevant committee)	

<b>Payment Information</b>								
Details for Bank Transfer to the Payee	Account Name							
	Sort Code							
	Account Number							