

Pickwick Academy Trust



Trustee and Governors' Expenses Policy

Policy Group:	Resources
Policy Ref:	RES/02
Responsible Reviewing Officer and Job Title:	Emma Oldale Business Director
Date Written:	February 2022
Date Approved by the Board:	14 November 2023
Date of Next Review:	November 2026

1. Introduction

Pickwick Academy Trust recognise the contribution and value that both Trustees and Local Governance Committee (LGC) members bring at trust and school level to our organisation and believe that trustees and Local Governors should not be 'out of pocket' in respect of carrying out their duties.

This policy has been developed in accordance with the Articles of the trust which stipulate that:

'A Trustee may at the discretion of the Trustees be reimbursed from the property of the Company for reasonable expenses properly incurred by them when acting on behalf of the Company, but excluding expenses in connection with foreign travel.'

2. Purpose and Scope

- a. The purpose of this policy is to ensure that Trustees and Local Governors are aware of the expenses that are able to be claimed as part of their voluntary duties and, in doing so, ensure consistency across the trust.
- b. The Board believes that paying expenses incurred in the specific categories, as set out below, is important in ensuring equality of opportunity to serve as Governors/Trustees for all members of the community and so is an appropriate use of Trust or School funds.
- c. Pickwick Academy Trust operates a Trust Board and Local Governance Committees and therefore this policy covers both Trustees and members of Local Governance Committees.

3. Responsibilities and Accountabilities

- a. The Trust Board is responsible for approving and reviewing this policy.
- b. The Chair of the Board of Trust is responsible for ensuring all Trustees and Local Governors are aware of and adhere to this policy.
- c. All trustees and Local Governors are responsible for complying with the requirements in this policy when claiming expenses. All claimants are responsible for making the necessary arrangements to declare any expense payments with relevant authorities.
- d. The Business Director is responsible for ensuring that the requirements of this policy are adhered to.

4. Approved Expenditure

- a. For the purpose of this policy, 'expenses' are refunds paid to Trustees/ Local Governors to cover the costs incurred to allow them to fulfil their governance duties. They are not a payment to trustees for their services, nor do they count towards any kind of personal benefit.
- b. Expenses will be paid on completion of a claim form (Appendix A) and provision of a receipt, at the rate set out in this policy, if applicable, and will be limited to the amount shown on the receipt. Prior approval should be obtained for any expenses over £50.
- c. All claims must be submitted within 8 weeks and within the financial year that they were incurred and approved by the CEO or Business prior to payment. For clarity the financial year of an Academy Trust runs from 1st September – 31st August.
- d. Reimbursement will be made as soon as possible following approval.
- e. Any trustee that attempts to claim expenses which are excessive or false may be liable to removal from the Board or LGC and be liable for repayment of expense claims to the trust.
- f. All claims will be subject to independent audit. If the claim appears to be frequent or excessive the Board may ask for more details.
- g. The trust will account for all expenses in the annual trust accounts and the following will be disclosed in a note to the accounts:
 - The total amount of trustee expenses
 - The nature of the various expenses
 - The number of trustees receiving expenses
- h. Trustees/ Local Governors will not be paid:
 - attendance allowance
 - for loss of earnings
 - for cost incurred travelling to and from school-based Board and Local Governance Committee meetings
 - for hotel accommodation or travel costs for partners
 - for private telephone or broadband costs for business unrelated to the trust
 - petrol mileage claims above HMRC rates
 - parking fines
 - personal clothing allowance
 - honoraria
 - payment for use of trustee property

- i. All Trustees/ Local Governors will be entitled to claim the expenses they incur in carrying out their duties as a representative of the school/Trust on a case-by-case basis as follows:

Specific Needs

- The extra costs they incur in performing their duties either because they have additional needs or because English is not their first language;

Care of Dependents

- Where the Trustee/Local Governor does not have a spouse or family member to care for a child/children when the Trustee/LGC member must attend meetings relating to the work of the Board of Trustees or LGC, expenses will be returned for the cost of childcare or a baby sitter.
- Attendance cost of a sick, elderly or dependant relative where the trustee must be absent due to their trustee duties.

Travel

- The cost of travel to meetings relating to the work of the Board or LGC but falling outside of normal Board or LGC meeting schedule, or training courses at the level of mileage rates published by the HMRC, currently 45p per mile or second-class train travel/ alternative public transport;
- Costs of parking for business away from the school or trust, where accompanied by a valid receipt.
- Travel and subsistence costs associated with attending national meetings or training events, where the proposed claim has been agreed in advance, unless these costs can be claimed from any other source;

Telephone charges, photocopying, stationery, postage etc;

- Claims for reimbursements can be made where a Trustee/ Local Governor is unable to use a school or trust central office.
- The costs of a trustee's telephone rental and broadband subscription, so long as these are split to reflect the percentage of time relating to usage on behalf of the charity
- The cost of buying training materials or publications relevant to a trusteeship. (if an online purchase this must be completed by the relevant school/ trust).

Other justifiable expenses may be considered if in line with Charity Commission's guidance for trustees - [Trustee expenses and payments \(CC11\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/trustee-expenses-and-payments-cc11).

5. Equal Opportunities

An Equality and Diversity Impact Assessment has been completed to ensure it complies with equality obligations outlined in discrimination legislation. The policy positively reflects the aims and ambitions of Pickwick Academy Trust.

6. References, acknowledgements, and associated documents

This policy will be implemented in conjunction with other Pickwick Academy Trust policies in the same group of policies.

The policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- DFE Governance Handbook 2020
- Academy Trust Handbook 2023
- Charities Act 2011
- DFE Trustee expenses and payments guidance 2022

7. Appendices

- **Appendix 1:** Trustee/ LGC Member – Expenses Claim Form

a. **Appendix 1** - Trustee/ LGC Member – Expenses Claim Form

PICKWICK ACADEMY TRUST

Trustee/ LGC Member – Expenses Claim Form

Name of School	
Name of Trustee/ Local Governor	
Address of Trustee/ Local Governor	
Postcode	
Date/ period expense(s) occurred	

Details of actual expenses incurred (Expenses in excess of £50 must be approved in advance)	£	p
Childcare/Babysitting expenses		
Attendance costs for sick or elderly relative		
Support for Trustees/ Local Governor with additional needs		
Support for /Trustees/ Local Governor whose first language is not English		
Travel to meetings/training courses outside of normal calendar		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

I claim the sum of £..... for Governor/Trustee expenses as detailed above.
I have attached relevant receipts to support my claim.

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Name:

Signed:

Date:

Approved:

CEO/ Business Director

Date: