



TRUSTEES' AND GOVERNORS' EXPENSES POLICY

Policy author	N Stretton, Chief Finance Officer
First review date	2015
Last reviewed	March 2019
Review frequency	Two years
Next review date	March 2021
Approved by	Board of Trustees

1. INTRODUCTION & PRINCIPLE AIMS

The MILL Academy Board of Trustees believes that paying expenses to Trustees and governors in specific categories as set out below, is important in ensuring equality of opportunity for all members of the community and so is an appropriate use of the Trust's funds. By adopting this policy, we will ensure that no member of the community is prevented from being a Trustee or governor on the grounds of cost. The specific items allowable reflect this objective.

2. LEGISLATION AND GUIDANCE

The Governance Handbook (section 4.6.1, paragraph 52) says that boards in academies are free to determine their own policy on payment of allowances and expenses.

3. OVERVIEW

Any Trustee and governor of The MILL Academy (the Trust) will be entitled to claim the actual costs, which they incur as follows;

- a) Trustees and governors will be able to claim for the following, on a case-by-case basis and with prior approval. For Trustees, prior approval will be sought from the Trust's Finance and Resources Committee and, from the Headteacher for school governors.
 - Childcare costs (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;
 - The cost of travel and subsistence relating only to attending training courses and/or attending national meetings at a rate which does not exceed the specified rates for staff;
 - Any other justifiable expenses incurred in relation to Trustee/governor duties.

- b) The Trustees and governors acknowledge that;
 - They may not be paid attendance allowance;
 - They may not be reimbursed for loss of earnings.

4. PROCEDURE

Trustees wishing to make claims under these arrangements must seek approval prior to incurring the expense from the Trust's Finance and Resources Committee.

Governors wishing to make claims under these arrangements must seek approval prior to incurring the expenses from the school's Headteacher. Any costs the governors incur will be paid from their school's delegated budget.

Once approval is given and the expense incurred, trustees and governors should complete a claims form (obtainable from the Clerk to the Trustees email clerk@millacademy.co.uk), attaching VAT receipts, and return it to the Clerk within one month of the date when the allowances were incurred.

Claim forms will be submitted for approval by the Chair of the Trust's Finance and Resources (for Trustee expenses) or the Headteacher and the Chief Finance Officer (for governor expenses).

Claims from a Trustee or governor may be investigated by the Chair of the Board of Trustees (or Chair of Finance and Resources in respect of the Chair of Trustees) if they appear excessive or inconsistent, and may be subject to independent audit.

Claims Form

Name:	The MILL Academy/insert school name (delete as appropriate)
Address	Date:
Post Code	Claim Period:

I claim the total sum of £..... for Trustee/governor (delete as appropriate) expenses as detailed below. I have attached relevant VAT receipts to support my claim.

Signed.....

	£	p
Child care expenses		
Care arrangements for an elderly or dependent relative		
Support for trustees with special needs		
Support for trustees whose first language is not English		
Travel to approved meetings or training courses		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

Please give details:

For Trustees

Authorised by: Chair of the Trust's Finance & Resources Committee

Authorised by: Chief Finance Officer

For Governors

Authorised by.....Headteacher of (insert School Name)

Authorised by: Chief Finance Officer

This form should be submitted to Clerk to the Trustees email clerk@millacademy.co.uk within one month of incurring the expense