

Governor or Trustee Expenses Policy

Approval Body:	Finance Committee
Approval Date:	March 2020
Implementation Date:	March 2020
Review Date:	Annually in spring as part of the Financial Procedures Handbook review.
Policy Version:	2

Version	Reviewed	Changes since last version
1	March 2019	<ul style="list-style-type: none">• New policy
2	March 2020	<ul style="list-style-type: none">• No changes.

Aim

The aim of this policy is to ensure that a Trustee or Governor is not out of pocket in carrying out their duties as a Trustee/Governor. The Mulberry Schools Trust believes that paying Trustees' / governors' allowances, within the specific categories as set out below, is important to ensure equality of opportunity for all members of the community to serve as trustees / governors and so is an appropriate use of Trust or school funds. The specific items allowable reflect this aim.

All Trustees / governors of The Mulberry Schools Trust are entitled to claim the actual costs, expenses and allowances which they necessarily incur in carrying out their duties as a Trustee / governor or representative of The Mulberry Schools Trust as follows:

- **Child care or baby-sitting expenses**

Where a Trustee / governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence in which that Trustee attends meetings of the Trust Board, its committees or is otherwise representing the school or Local Governing Body. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter. No claims will be reimbursed for any payment to any current or former spouse or partner. Prior approval for the costs of child care or baby-sitting to be reimbursed must be obtained from the Chair of Trustees / Chair of the LGB (or the Chair of the Finance Committee in respect of claims by the Chair of Trustees) before any reimbursable costs are incurred.

- **Care arrangements for an elderly or dependent relative**

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the Trustee / governor would have provided during the period of their absence. No claims will be reimbursed for any payment to any current or former spouse or partner of the governor or of the elderly or dependent relative. Prior approval for the costs of care arrangements for an elderly or dependent relative to be reimbursed must be obtained from the Chair of Trustees / Chair of the LGB (or the Chair of the Finance Committee in respect of claims by the Chair of Trustees) before any reimbursable costs are incurred.

- **Trustees with a special need**

Where the school or Trust Body does not provide facilities or equipment to enable a Trustee for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing support. Prior approval for such costs to be reimbursed must be obtained from the Chair of Trustees (or the Chair of the Finance Committee in respect of claims by the Chair of Trustees) before any reimbursable costs are incurred.

- **Trustees whose first language is not English**

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with a special need.

- **Telephone charges, photocopying costs and stationery**

May be reimbursed where the Trustee is unable to use the facilities of the Trust offices in carrying out any duty on behalf of the Trust Body. Trustees must keep a written record or obtain a receipt (where possible) relating to any expenditure incurred. Claims will be limited to reimbursing the actual costs involved.

- **Travel and subsistence to meetings, conferences and training courses.**

Travel costs may be claimed where the distance between the Trustee’s home and the school (in the case of meetings at the school) or the conference or training course exceeds 3 miles. Public transport fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance for cars, motor cycles and pedal cycles will be paid at the HMRC Authorised Mileage Rate in force at the date of travel.

HMRC Authorised Mileage Rates for the first 10,000 business miles per tax year

Cars and Vans	45p
Motor cycles	24p
Cycles	20p

Prior approval for the costs of attendance at conferences and training courses to be reimbursed must be obtained from the Chair of Trustees (or the Chair of the Finance Committee in respect of attendance by the Chair of Trustees) before any reimbursable costs are incurred.

Any other justifiable costs, expenses or allowances – this will include (but the list is not exhaustive) where a Trustee is disabled or incapacitated and requires transport to a meeting by taxi, for example or where a Trustee is required for a tribunal / disciplinary etc and significant travel expenses may be incurred. Prior approval for such costs, expenses or allowances to be reimbursed must be obtained from the Chair of Trustees (or the Chair of the Finance Committee in respect of claims by the Chair of Trustees) before any reimbursable costs are incurred.

- **Expenses recoverable from other bodies**

Expenses and allowances which have been or can be met by other bodies cannot be claimed under this policy.

- **Receipts**

No amount, other than mileage rates, shall be claimed under this policy without a receipt or other evidence establishing the amount of the expenditure, unless the Chair of the Finance Committee (or the Chair of Trustees for claims by the Chair of the Finance Committee) agrees exceptionally that it was not practical for a receipt to be obtained.

The Mulberry Schools Trust acknowledges that

- Trustees may not be paid an attendance allowance
- Trustees may not be reimbursed for loss of earnings

- **Claims procedure**

Trustees wishing to make claims under these arrangements should complete a claims form (obtainable from the Trust Office), attaching receipts, and return it to the Executive Assistant to the CEO within two weeks of the date when the allowances were incurred. Claims will be authorised by the Chair of Trustees (by the Chair of the Finance Committee for claims by the Chair of Trustees).

- **Reporting of claims**

All amounts paid under this policy will be reported to the Finance Committee periodically in the budget discussions at the Finance Committee.

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