



Cheshire Academies Trust
Inspiring hearts and minds

**CAT Member, Trustee and
Governor Expenses
Policy**

1 Policy Statement

- 1.1 The Trust welcome its duties under the Equality Act 2010 to eliminate discrimination and advance equality of opportunity. The Board of Trustees believes that paying allowances in the categories set out in this policy is important in ensuring that everyone has the opportunity to serve as a member, trustee or local governor and so is an appropriate use of funds.
- 1.2 The Trust Board agrees to pay reasonable allowances from the schools' delegated budgets (or the central Trust budget for members and trustees) to cover any costs that are incurred through carrying out approved duties.
- 1.3 The purpose of the policy is to ensure that those in governance positions are not out of pocket where the academy/trust has derived a benefit from such outlay. Members, trustees and local governors cannot be paid an attendance allowance or for any loss of earnings.
- 1.4 This policy applies equally to all members/trustees/governors, but it is open to any individual to choose whether or not to claim.

2 Expenditure

- 2.1 Expenditure will typically fall within one of the categories below:
 - Childcare
 - Care for elderly or dependent relatives
 - Extra costs incurred because they have a special need or English as an additional language
 - Travel and subsistence costs
 - Telephone charges, photocopying, postage, stationery etc
- 2.2 This list is not exhaustive and claims for other types of expenditure may be made with the prior agreement of the Chair of the Trust Board (Members/trustees) or the Chair of the Local Governing Body (local governors):

3 Approved Duties

- 3.1 Payments can only be made in respect of expenditure incurred for the purposes of enabling a person to perform any of their duties as a member/trustee/local governor and must be verifiable. Approved duties include:
 - Properly convened full board meetings
 - Properly convened committee meetings

- Other duties designated by the Board or Governing Body, e.g. acting as a member of a panel approved by the Board or Governing Body for long/short listing/interviewing candidates for a staff appointment.

4 Specific Details of Expenses

Travel Expenses

Travel expenses may be claimed where the member, trustee or governor is undertaking approved duties on behalf of the trust or local governing body.

All payments are on the basis that the journey was undertaken and if transport is shared, only the provider can claim.

Members/trustees/governors may claim:

- Mileage allowance at Cheshire Academies Trust agreed rate (at the HMRC published rate).
- The actual cost of public transport (including bus and train fares) if actual tickets or a photograph of, are attached to the claims form
- The cost of car parking receipts if the actual tickets or a photograph of, are attached to the claims form

Child care or babysitting expenses

Child care or babysitting expenses can be claimed where a member, trustee or governor does not have a responsible adult to care for a child/ren whilst they are undertaking approved duties.

Those members, trustees or governors whose children attend Cheshire Academies Trust academies can use after school provision (where applicable) and be reimbursed for any costs they may incur. The use of academy based after-school care at the academy is free.

Where there is no after-school provision or in the event of a meeting outside the after-school provision hours, expenses are payable for costs of care provided by carers who are not part of the member/trustee/governors' household. Claims are limited to reimbursing the actual amount paid to a person providing the care that the member, trustee or governor would have provided during their absence.

All claims should be supported by a receipt or other evidence of expenditure so incurred.

Care arrangements for an elderly or dependant relative

Costs will 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 member, trustee or governor would have provided during their

absence. All claims should be supported by a receipt or other evidence of expenditure so incurred

Governors with a special need or where English is not their first language

Costs can be claimed where the school/trust/local governing body does not provide facilities or equipment to enable an individual to communicate or otherwise take part in the activity in question. Claims will be limited to reimbursing the actual cost of, for example, provision of a signer, translator, braille documentation or person providing support as the case may be. All claims should be supported by a receipt or other evidence of expenditure so incurred.

Telephone charges, photocopying costs and stationery

Telephone charges, photocopying costs and stationery These costs may only be reimbursed where it has not been possible to use facilities of the school/trust in the performance of any governance duty. All claims should be supported by a receipt or other evidence of expenditure so incurred

5 Claiming

- 5.1 To reduce administration, unless substantial sums are involved, any claims should be claimed termly in arrears, prior to the end of the financial year in question. All claims must be filed by the end of the academic year to which they relate.
- 5.2 Claims should be made to and authorised by the Chair of the Trust Board/Local Governing Body.

6 Recording

- 6.1 All claims shall be recorded and a schedule of payments shall be presented annually to the Trust Resources Committee.
- 6.2 All claims will be subject to independent audit.
- 6.3 The trust finance team may investigate any claims where they appear excessive or inconsistent

7 Review

- 7.1 This policy will be reviewed annually by the trust's Resources Committee.
- 7.2 New members/trustees/governors will be given the policy when joining Trust as part of an induction pack.



Cheshire Academies Trust

Expenses Form: Members/Trustees/Governors

Name:	Role:
Academy/Trust	Month of Claim

Reason For/Details of Claim
<p>The information you give may be used for fraud prevention purposes.</p>

MILEAGE CLAIMED – APPROVED DUTIES ONLY	
Total Number of Miles to be Claimed	
Rate Per Mile	
Total Claim	

EXPENSES – APPROVED DUTIES ONLY	
Travel	
Child Care	
Care Arrangements for Elderly/Dependent Relative	
Special Need	
Telephone Charges/Photocopying/Stationery	
Total Claim	

I confirm I have only claimed for expenses incurred as a result of undertaking approved governance duties

Signed: _____ Member/Governor/Trustee

Dated: _____

Authorised by:

Signed _____ Chair of Trust/Local Governing Body

Dated: _____

Completed expenses forms should be returned to the Governance Director at debbie.tomkinson@cheshireacademiestrust.co.uk who will record the claim and forward to the relevant Chair for approval.