

Trustees, LAB & Members Allowance Policy



EPWORTH EDUCATION TRUST

Reviewed by:	A Sahi (CFO)
Approved by Finance & Audit Committee:	27 th November 2023
Next Review Date:	Spring 2025

Version Control

Change Record

Date	Author	Version	Section	Reason for Change
7.10.18	J Buckley	Oct 18		Addition of version control, Update on who can authorise, Addition of Appendix A
01.09.19	J Buckley	Oct 19	-	No Changes
19.3.21	J Field	March 21		Change from Acorn trust to Epworth Trust. Addition of Statement of Intent.
03.02.22	J Field	Feb 22		No Changes
July 23	A Sahi	Oct 23		Bank details and added a sentence at the bottom to say payment will be made within 30 days)

Contents:

Statement of intent

1. Introduction
2. Travel Expenses
3. Other Expenses
4. Expenses not permitted
5. Claim Form
6. Withdrawal from Meetings

Appendices

Trustee & lab member' expenses – claim form

The Epworth Education Trust is a multi-School Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives.

Safeguarding Statement

At the Epworth Education Trust, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection, and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers, and governors.

Statement of intent

At Epworth Education Trust, we are dedicated to good practice and ensuring equality through school processes.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow governing boards of maintained schools, who have a delegated budget, to decide whether they wish to reimburse governors and associate members of the governing board, for any expenses they have incurred when serving as a governor.

This policy has been created with the aim of ensuring all governors, and non-governors who are members of the trust board, local advisory board or members board, receive reimbursements for any expenses where the school has derived benefit from the individual serving their governing duty.

The trust believes that including payment for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

1. Introduction

- 1.1. This policy will be applied equally to all categories of Trustees/LAB members and to associate members.

2. Travel Expenses

- 2.1. Trustees/LAB members may claim travel expenses for car journeys up to the maximum mileage rate published by HM Revenue and Customs.
- 2.2. For other forms of travel, the actual cost of the ticket may be claimed. Trustees/LAB members must not claim for more than the cost of an open standard class ticket available for the time of day of travel. Trustees/LAB members must attach a ticket or receipt for payment to any claim for payment.
- 2.3. Whilst it is not anticipated that overnight accommodation will be needed, in exceptional circumstances this may be authorised via prior notification and authorisation by the chair of the Board of Trustees. Such accommodation should give due regard to value for money with a limit of £100 outside the London area and £150 inside London.

3. Other Expenses

- 3.1. A claim may be made for the actual expense incurred in connection with a Trustee/LAB member carrying out their duties as a Trustee/LAB member:
 - Meals while travelling on Trustee/LAB business (advance approval only, maximum amount £10)
 - Babysitting or care arrangements
 - Telephone, photocopying, stationery.
- 3.2. Only the actual cost as shown on the receipt may be claimed. No claim for payment of any kind will be accepted unless it is accompanied by a receipt.

4. Expenses not permitted

- 4.1. The following items may not be claimed, and this is not an exhaustive list:
 - Loss of earning
 - Attendance allowance
 - Payments to a current/former spouse/partner and family members
- 4.2. All claims must be authorised by the CEO or CFO. No expense above £20 will be paid unless it is authorised in writing in advance by the Chair of Trustees. In the case of the Chair of Trustees, any such expenses must be authorised by the Vice Chair.

5. Claim Form

These are available from and returnable to the Chief Finance Officer (appendix A).

6. Withdrawal from Meetings

- 6.1 A Trustee/LAB member must withdraw from any meeting of the Trustees/LAB or committee thereof if a claim for expenses submitted by him or her is being considered.
- 6.2 All claims will be checked to prevent fraud and promote best value principles.

TRUSTEE & LAB MEMBER' EXPENSES – CLAIM FORM

Name			
Address			
Postcode			
Bank Details: Sort Code Account Number Name on the Account			
Date/period expense(s) occurred			
Details of actual expenses incurred	£	p	
Travel by public transport			
Mileage (45 pence per mile) Post code from and to Total number of miles			
Travel/subsistence to national meetings or training events			
Taxi fares			
Subsistence			
Overnight accommodation			
Telephone/Broadband charges			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

Declaration of claimant

I claim the sum of £..... for expenses as detailed above and confirm that my claim complies with the requirements of the Trust's allowances policy. I have attached relevant receipts to support my claim.

Signed.....

Date.....

Declaration of person authorising the claim

I carried out the checks required of me by the Trust's expenses policy before authorising this claim.

Signed.....

Date.....