



“Every Opportunity for Every Child”

Alpha Trust

Policy Statement on Trustee and Governor Expense Reimbursements



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Alpha Trust

Policy Statement on Trustee and Governor Expense Reimbursements

Introduction

Trustees and Governors play a key role in the success of Alpha Trust and of each of its schools and individuals should not be prevented or deterred from playing their full part on the grounds of cost. To counteract this, Alpha Trustees and Governors will be able to claim reasonable expenses in accordance with the scheme outlined in this document and in accordance with UK Government regulations relating to the payment of such expenses.

Costs relating to Trustee and Governor training and support are borne by the Trust and/or relevant school. It is expected that governance personnel will make as much use as possible of the resources of the Trust and/or relevant school in the pursuit of their duties in order to minimise their personal expenditure.

The use of blended, online meetings and the electronic communication and display of governance documents are considered to be significant ways to reduce personal costs.

If expenses are claimed, it should be remembered by all concerned in the process outlined here of claim and prior approval (see below), that the Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works or volunteers as a public office-holder. The seven principles are; selflessness, integrity, objectivity, accountability, openness, honesty and leadership. It should also be considered that funding for education comes from the taxpayer.

Legislation and guidance

This policy statement is in accordance with the [Governance Handbook](#) (section 4.7.1, paragraph 75) and complies with our Articles of Association and Funding Agreement.

The Alpha Trust Gifts and Hospitality Policy should be read alongside this statement

Alpha Trust Trustee and Governor Expense Reimbursements Scheme

All Trustees, Governors and associate members are eligible to claim allowances in accordance with this scheme.

- Trustees and Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Board of Trustees and its committees (if a Trustee) or their Local Governing Board and its committees (if a Governor).
- Trustees and Governors may also claim allowances in respect of actual expenditure incurred whilst undertaking personal development, but please also refer to the Introduction, above.
- Trustees and Governors may also claim allowances in respect of actual expenditure incurred whilst acting officially on behalf of Trustees or Governors.
- Trustees and Governors may not claim for actual or potential loss of earnings or income
- Trustees and Governors may not claim an attendance allowance
- The expense should be appropriately approved prior to being incurred:

- Trustees may claim allowances only if it has been approved by the CEO, prior to the cost being incurred.
- Governors may claim allowances only if it has been approved by the relevant budget holder, as delegated by the Executive Principal / Principal/ Headteacher/ Head of School, prior to the cost being incurred.
- A current expense claim form must be used:
 - Trustees should complete the standard claim form used by Trust central personnel and submit it to the CFOO
 - Governors should complete their school's standard staff claim form and submit it according to their school's local procedures.
- All expense forms must be signed and dated by the claimant as well as the approver
- A copy of the receipt should be submitted with the claim. Please note:
 - A fuel VAT receipt must be submitted for any mileage expenses claimed.
 - In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls
- Any expenses must be claimed within one month of the expenditure being incurred
- Categories of eligible expenditure and rates at which allowances are payable are as follows:
 - **Travel**
 - Where a claimant uses their own vehicle (car, motorcycle, bicycle, etc.), travel expenses must not exceed the current HMRC approved mileage rates, available on [the HMRC website](#). Anyone claiming mileage reimbursement must confirm they have appropriate insurance, a valid MOT and appropriate road tax on their vehicle.
 - Public transport - actual cost incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares
 - Taxi – only if no other viable means of transport is available. The cost must not exceed £15 per journey
 - Car parking – actual cost incurred
 - **Childcare or care for an elderly or dependent relative**
 - If attendance at a governance event is unavoidable and if a Trustee or Governor does not have a relative, partner or other responsible adult to provide childcare or care for a dependent person when attending meetings or training, a contribution towards the care costs may be made up to a maximum of £15.
 - **Support for Trustees or Governors with special needs**
 - Where the school or Board of Trustees does not provide facilities or equipment to enable a Trustee or Governor to communicate or otherwise take part in a governance activity, claims will be limited to reimbursing the actual cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.
 - **Support for Trustees or Governors whose first language is not English**
 - The translation of documents or provision of an interpreter may be met in circumstances similar to a those with special needs.
 - **Telephone calls, postage, copying, stationery, etc.**
 - Such costs may be reimbursed where the Trustee or Governor is unable to use the facilities of the school in the performance of any governance duty on



behalf of their respective Board. Claims will be limited to reimbursing the actual costs incurred.

▪ **Subsistence**

- If additional expenses are incurred because governance work requires taking meals away from the school or central Trust area, reasonable and necessary costs will be reimbursed for the food/drink items bought on the day claimed, but only after prior agreement as above.

Budget

The costs of the approved expenses will be met from either the Trust's central budget for Trustees or the school's own budget for Local Governors. Appropriate financial provision within the relevant budgets will be made when the annual budgets are prepared for as long as the scheme for expenses is in operation.