KEYS ACADEMIES TRUST

Trustee, Member and Governor Expenses Policy

Version 1.3

Contents

1. Policy Statement

1.1. At the heart of our mission is the belief that every individual has untapped potential waiting to be unlocked. By fostering an environment that challenges and supports growth, we want to create pathways for social mobility. By providing the right tools, guidance, and opportunities, we enable each person to overcome barriers and reach their fullest potential.

1.2. We want our schools to not only places of learning but vibrant communities where every person feels they truly belong. Within this students, teachers, and support staff alike should feel they are developing and succeeding. This success should be an achievable reality for all, irrespective of background or circumstance. It may be quite different for each of us, but the key is the feeling of pride in doing well and enjoyment of the journey.

1.3. We are committed to building inclusive environments where the uniqueness of every individual is celebrated, and where collective growth is the norm.

2. Change Summary

2.1. No significant changes since first policy iteration.

3. Purpose

3.1. Trustees, Members and Governors give their time generously for the benefit of the Trust and individual academies. So that every Trustee / Member / Governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her full part, the Trust has formally agreed the following policy on paying expenses.

4. Key features of this policy

4.1. As an academy trust, we are mindful about the government's guidance on trustee expenses: what charities can pay as well as the requirements set out in the governance guide for academy trusts and the Academy Trust Handbook. This policy complies with our funding agreement and articles of association. Article 6.5 of the Articles of Association allows for the payment of reasonable expenses properly incurred when acting on behalf of the Trust.

4.2. Trustees / Members / Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role in the Trust or one of its academies.

a) Trustees / Members / Governors **cannot** claim an allowance for attendance at meetings.

b) Trustees / Members / Governors **cannot** claim expenses for loss of earnings.

c) Trustees / Members / Governors **cannot** claim expenses for travel or accommodation costs for spouses, partners or family members

d) Trustees / Members / Governors **cannot** claim expenses for telephone or other communication costs for business unrelated to carrying out their duties.

e) Trustees / Members / Governors **cannot** claim expenses in connection with foreign travel.

4.3. Trustees / Members / Governors may be reimbursed for expenses, including child care costs, incurred whilst attending trustee / member / governor meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below.

4.4. Expenses can only be claimed for the actual cost incurred (that is, the cost must have been incurred before it can be reimbursed).

4.5. Claims will only be considered if receipts verifying expenditure are presented.

4.6. It is the responsibility of Trustees / Members / Governors to decide for themselves whether or not to claim.

5. Approved categories

5.1. Expenses may be claimed for travel, childcare, care of an elderly or dependent relative, clerical, subsistence, or other costs reasonably incurred.

5.2. Travel Expenses

a) Car and motorbike mileage may be claimed for the purpose of attendance at meetings of governors / trustees / members, or other agreed activities. Claims will be reimbursed at a rate not exceeding HM Revenue and Customs' approved mileage rate (see appendix 2)

b) Public transport, at a standard class rate, for the purpose of attendance at meetings of governors / trustees / members or other agreed activities

c) Car parking or bike storage, for charges that otherwise would not have been incurred.

d) Taxi fares: reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure personal safety.

5.3. Childcare

Subject to an agreed hourly rate and on production of a receipt to prove that expenditure has taken place. The maximum per hour is **£15.00.**

Expenses for childcare can only be paid to a governor / trustee / member where there is no alternative, suitable adult to care for a child during the time fulfilling their duties and claims will be limited to reimbursement of the actual cost paid to a childcare provider

5.4. Care Arrangements for an Elderly or Dependent Relative

Subject to an agreed hourly rate and on production of a receipt to prove that expenditure has taken place. The maximum per hour is **£15.00.**

Expenses for care of an elderly or dependent relative can only be paid to a governor / trustee / member where there is no alternative, suitable adult to care for an elderly or dependent relative during the time fulfilling their duties and claims will be limited to reimbursement of the actual cost paid to a care provider.

5.5. Clerical Expenses (stamps, envelopes, photocopying/printing etc)

As required to cover the cost of unavoidable clerical expenses incurred carrying out trustee / member /governor duties but subject to proof of purchase (e.g. **till** receipt).

5.6. Subsistence Expenses

Meals and refreshments in connection with trustee / member / governor duties and that would not otherwise have been incurred.

Reimbursement will be made for actual receipted expenditure only, subject to the following maximum limits:

a) Evening meal (including non-alcoholic refreshments): up to £25 per person

b) Breakfast: up to £15 per person

c) Lunch (if applicable during travel): up to £15 per person

Alcohol will not be reimbursed.

Authorisation for subsistence claims must be made in advance and subject to an agreed maximum.

Where overnight accommodation or travel requirements outside the region are required approval should be sought in advance from the CEO (in the case of Trustees and Members) or Chair of Trustees (in the case of governors). In these cases accommodation and travel tickets will be made through the Trust or the respective school/academy. The maximum claim for subsistence in respect of travel that will require overnight accommodation must be agreed in advance.

5.7. Extra Costs Reasonably Incurred

In connection with a medical need or a disability (for example, a signer or braille documentation). Note: wherever possible, governors/trustees should inform the board about any reasonable adjustments they may need, as soon as possible, so that the adjustments can be put in place where possible.

In connection with language needs (for example, an interpreter or translated documentation)

6. Procedure for Claiming

6.1. In order to provide a clear audit trail, Trustees / Members / Governors claiming allowances should complete a copy of the attached claim form and provide all tickets and receipts as proof.

6.2. Claims must be approved by the relevant Headteacher / relevant School Business Manager / CEO / Head of Governance.

6.3. Any claim should be submitted within 3 months of the expenditure being incurred.

6.4. Claims that appear excessive or inconsistent will be investigated. All claims will be subject to an independent audit. If a claim is found to be excessive, unreasonable or false, the claimant may be required to pay back such expenses.

6.5. If a Trustee / Member / Governor is unsure about claiming for expenses, he or she should seek guidance from the Head of Governance.

7. Version History

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Policy created and approved by the Trust Board	Head of Governance	September 2018
1.1	Policy reviewed in line with review schedule	Head of Governance	January 2022
1.2	Policy reviewed in line with review schedule	Head of Governance	February 2024
1.3	Policy reviewed in line with review schedule	Head of Governance	March 2026

8. Appendix 1: Trustee / Member / Governor Expenses Claim Form

Name	
Address	
Bank Sort Code	
Bank Account Number	
Date and purpose of meeting / visit *e.g. conference, training, board, meeting*	
I wish to claim: *Insert amount claimed under each heading below*	
Expense type	**£**
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	

This form should be submitted to the School Business Manager / Head of Governance along with any relevant receipts.

The form should be submitted within 3 months of the expenses being incurred.

OFFICE USE ONLY:

I certify that I have seen the receipt / proof of expenditure and authorise this claim

Signed:	
Print Name:	Date: Click or tap to enter a date.

9. Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website.

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p