



Trustee and Governor Expenses Policy

Reviewed on	September 26	Review frequency	Annually
Next review due	September 27	Template Yes / No	No
Owner	Chief Financial Officer	Approved by	Executive



1. History of Policy Changes

Date	Page	Change	Origin of Change
Sep 26	3	Changed Charity Commission guidance document title	Annual Review
	3/4	Removed reference to Partnership Boards	
	All	Changed “the Trust” to “HET”	
	4	Removed reference to “Directors”	

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Sam's Entitlement

3. Scope

In accordance with the "Trustee Expenses: What Charities Can Pay Guide, Charity Commission" this policy sets out which expenses Trustees & Local Governors are able to claim for.

For the purpose of this document, the term Trustee or Local Governor includes;

- Members of the Hamwic Education Trust
- Trustees of the Hamwic Education Trust
- Local Governors of Local Governing Committees

For the purpose of this document, all references to HET refers to Hamwic Education Trust its academies.

Trustees must not put themselves in a position where their personal interests conflict with their duty to act in the interests of HET unless authorised to do so. However, Trustees are entitled to have their expenses met from the funds of HET.

This policy should be read in accordance with the following documents:

- Trustee Expenses: What Charities Can Pay, Charity Commission
- The Academy Trust Handbook, Department of Education
- The Academy Governance Guide, Department for Education

General

A legitimate expense is a reasonable cost, which a Trustee or Local Governor has incurred in order to carry out his/her duties for HET. All expense claims should be submitted on a Trust Staff Expenses Form and receipts/relevant paperwork must be attached.

Authorisation of expenses must be as follows:

- The Governance Professional to the Trust Board will authorise all Trustee claims up to £250
- The Chair of the Board of Trustees will authorise all Trustee claims over £250
- The CEO will authorise all of Chair of the Board of Trustees expenses claims
- The Chair of each Local Governing Committee must authorise Governor expense claims.

A 'reasonable' expense is one that factors in affordability, market rate, value for money and quality.

Expenses that Trustees & Local Governors are able to claim for include:

- The reasonable cost of travelling to and from HET meetings, on Trustee business and events. This can include the cost of using public transport, taxi fares and petrol allowances to the level permitted by HM Revenue & Customs (HMRC) before tax becomes payable;
- reasonable refunds for the cost of meals taken while on HET business;
- the reasonable cost of childcare, or care of other dependants (for example, an elderly parent) whilst attending HET meetings;
- the cost of postage and telephone calls on HET business;
- the cost of a Trustees telephone rental and broadband subscription, so long as these are split to reflect the percentage of time relating to usage on behalf of HET;
- communication support: translating documents into Braille, or into different languages; provision of alerting and listening devices, and other special aids for people with hearing impairment;
- the costs of buying training materials and publications relevant to directorship;
- providing special transport, equipment or facilities for a Trustee or Local Governor with a disability; and
- cost of reasonable overnight accommodation and subsistence (including any essential care costs) while attending HET meetings or other essential events such as voluntary sector conferences or specialist training courses

Audit

When considering expense payments, the Board of Trustees will ask the following questions:



- Who will receive the payment - will it be a Trustee, or a person or business connected with a Trustee?
- What is the payment expected to cover?
- Is the payment clearly in the best interests of HET?
- Is there a legal authority for it?
- What conditions must be met if the payment is to be made?
- How will any conflict of interest be managed?
 - o A register of interests form must be completed by all Trustees and will be reviewed at each Board meeting. Any Trustee with a conflict of interest may be asked to abstain from any discussion or vote that involves payment.

Trustee and Local Governors expenses will be subject to external and/or internal audit.