



**SANCTA
FAMILIA**

CATHOLIC ACADEMY TRUST

Directors / Governors Expenses Policy

Internal Use

Policy Owner:	CEO, CFO
Review Cycle:	Annually
Date of last review:	September 2026
Date of next review:	September 2027

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1. About this guidance

The governance of Catholic schools is deeply rooted in the principle of voluntary service. Trustees of Sancta Familia Catholic Academy Trust are all volunteers, appointed by the Archbishop. However, no Director/ Trustee should be out of pocket in respect to carrying out their duties on behalf of an academy or the Trust.

Scope

This policy applies to Directors/ Trustees of Sancta Familia Catholic Academy Trust.

2. Expenses that may be claimed for

For this policy, “expenses” are refunds paid to trustees to cover the costs incurred whilst fulfilling their governance duties for the academy trust. Allowances of properly incurred expenses are not a payment to trustees for their services, nor do they count towards any kind of personal benefit. They may claim for:

- Childcare or care for dependent relatives.
- Travel and subsistence.
- Telephone, photocopying, postage, stationery, or other office expenses.
- Other expenses at the discretion of the Chair of Trustees - agreed in principle in advance wherever possible.

3. Travel / Mileage claims

Travel expenses will be paid at the HMRC approved mileage rate. Receipts are not required, but claims will be reviewed to establish whether they are relevant and reasonable for the stated purpose. The Chair, CEO or CFO may investigate claims at their discretion, and all will be subject to scrutiny by independent audit.

The nature of the travel must be related to the work of the Board of Trustees, e.g. trustee meetings, training courses. Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.

4. Childcare

In cases where a trustee does not have a spouse or family member to care for a child/ children when the trustee must attend meetings in person (rather than on Teams) relating to the work of the Board of Trustees, expenses claims will be considered for the cost of childcare or a babysitter.

Allowances will also be considered for reimbursement for the cost of care for elderly or dependant relatives where the trustee must be absent due to their trustee duties.

5. Making this claim

Claims must be requested in writing via email to the CFO, received within one month of being incurred, and accompanied by a valid receipt where possible. Claims will not be authorised unless approved by the CEO.

The Board will account for all expenses incurred in the academy trust's accounts and disclose the following information:

- The total amount of trustee expenses
- The nature of the various expenses
- The number of trustees involved

6. Monitoring and review

The CFO will review this policy on an annual basis.



SANCTA FAMILIA

CATHOLIC ACADEMY TRUST

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