



Spa Education Trust

Members and Trustees' Expenses Policy

Aim

To ensure that no individual is prevented from becoming a member, trustee or member of the local governing bodies through reasons of expense.

General Points

1. Approved expenses will be paid on request.
2. All claims for allowances must be supported by a written claim detailing the expenditure and the reasons for the expenditure. Receipts, which must be VAT receipts where applicable, must support claims for reimbursement.
3. Expenses for attending meetings will apply to meetings of the members, trustees, local governing bodies, statutory and non-statutory committee meetings, and to any school event, at which members and trustees are expected to be present.

Categories of Expenditure

Child Care and Dependent Relatives

Up to £10.55 per hour will be paid to members and trustees with childcare responsibilities and those who require care for an elderly or dependent relative for whom they have care responsibilities.

Travel and Subsistence

The trust will pay travel and subsistence expenses in line with the current regulations and rates for local authority members. Travel expenses will be paid for travel to and from:

- Member, Trustee and Local Governing Body meetings;
- Statutory and non-statutory committee meetings;

Approved by the Board of Trustees on 3rd July 2023

To be reviewed annually.

- Courses arranged by the London Borough of Southwark;
- Meetings held on behalf of the Trust not at one of the schools within the trust.

Taxi or minicab fares will be paid on request for meetings that finish after dark. Reimbursement of travel expenses to and from courses arranged by providers other than London Borough of Southwark will require the prior approval of the trust.

Telephone Calls

The trust, on production of an itemised telephone bill, will reimburse the cost of necessary telephone calls made by members and trustees on trust business. Members and trustees will be expected to use a phone within the school if possible.

Postage / Stationery

The trust will supply stationery and stamps for members and trustees who undertake necessary correspondence on behalf of the trust.

Photocopying

Members and trustees are expected to use the trust's photocopiers for reproducing necessary papers for the trust. Members and trustees may claim the cost of copying at a Copy Shop in exceptional cases; the Executive Headteacher must approve this.

Special Consideration

The trust will consider making special help or equipment available to enable individuals with special needs, or whose first language is not English, to become or remain members and trustees.

Funding

All expenses will be paid from the trust's public account, and will be accounted for in the trust's accounting system. All records will be kept safely and available for external audit inspection.

Reimbursement

All receipts and other paperwork are to be given to the Executive Headteacher, who will arrange for reimbursement through the trust's accounting procedures.

Approved by the Board of Trustees on 3rd July 2023
To be reviewed annually.

Member & Trustee Allowance Policy Approved by the Board of Trustees on 3rd July 2023.

Signed by Chair of Trustees

Signed by Executive Headteacher

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To be reviewed annually.