



# 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;
- 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.

Approved by the Board of Trustees on 13<sup>th</sup> December 2021  
To be reviewed annually.

## **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 Needs**

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.

## **Review**

The trust will review this policy at its first meeting of the academic year.

**Signed..... Date 13<sup>th</sup> December 2021**  
**Chair of Trustees**

Approved by the Board of Trustees on 13<sup>th</sup> December 2021  
To be reviewed annually.

**Signed..... Date: 13<sup>th</sup> December 2021**  
**Executive Headteacher**

Approved by the Board of Trustees on 13<sup>th</sup> December 2021  
To be reviewed annually.