
TRUSTEES' EXPENSES POLICY

Person(s) Responsible:	Chair of Trust Board
Governors' Committee:	Full Governing Board
Last Review Date:	Summer Term 2024
Next Review Date:	Summer Term 2025
Status:	Statutory

This policy statement has been developed with reference to the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. The regulations give governing bodies, of maintained schools, discretion to pay expenses, from the College's annual budget allocation to trustees for certain costs incurred in carrying out their duties. The Collingwood College Academy Trust Board view the regulations as good practice and believe that paying Trustees' expenses, in specific circumstances, as set out below, is appropriate in ensuring equality of opportunity and inclusion of all members of the community who serve as trustees/governors, and is therefore an acceptable use of College funds.

The Trust Board acknowledges that expenses can only be paid to trustees for costs incurred and that this does **not** include loss of earnings. Trustees, as governors, are volunteers and as such cannot be remunerated for their service.

Trustees of Collingwood College are able to claim the actual costs which they incur as follows:

Reasonable expenses incurred in carrying out their duties, as a trustee of Collingwood College, agreed in advance by the Chair or Vice Chair of the Trust Board **before** any costs are incurred.

The Trust Board recognises that the following are legitimate costs that may be considered for reimbursement:

- Childcare costs (excluding payments to a current/former spouse/partner or family member)
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse/partner or family member)
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
- The cost of travel relating only to travel to meetings/training courses other than those held at Collingwood College, at a rate in line with relevant HM Revenue & Customs guidelines
- Travel and subsistence costs, in line with HM Revenue & Customs guidelines, associated with attending national meetings or training events, unless these costs can be claimed from any other source
- Any other justifiable allowances, which must be agreed, in advance, by the Chair or Vice Chair of the Trust Board.

Trustees wishing to make claims under these arrangements, once prior approval has been given, should complete a claim form (Appendix A or obtainable from the Clerk), attaching receipts, and return it to the College within two weeks of the date when the expense is incurred. The expense claim will then be passed to the Chair of the Trust Board, or, in their absence, the Vice Chair or Chair of the Resources Committee for approval.

Claims may be subject to independent audit and may be investigated by the Chair of the Trust Board, (or Chair of the Resources Committee in respect of claims made by the Chair of the Trust Board), if they appear excessive or inconsistent.

This policy statement will be reviewed annually.

COLLINGWOOD COLLEGE TRUSTEE CLAIM FORM FOR EXPENSES INCURRED

(Must be agreed in advance by the Chair or Vice Chair of the Trust Board before any costs are incurred)

NAME:

DATE	REASON FOR EXPENSES CLAIMED
TOTAL CLAIMED	

Authorised by Chair / Vice Chair / Chair of Resources Committee Name: Signature:	Date:	Payment:
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