

MEMBER, TRUSTEE AND GOVERNOR EXPENSES POLICY

Responsible office	<i>Better Futures Multi-Academy Trust</i>
First approval date	28 January 2020
Approved by	BFMAT Board of Trustees
Date of commencement	29 January 2020
Date for review	January 2023
Dates of subsequent re-approvals	

MEMBER, TRUSTEE AND GOVERNOR EXPENSES POLICY

Purpose

To clearly define the method for Members, Trustees and Governors to claim expenses incurred because of serving in post.

Scope

This policy applies to Better Future's Multi-Academy Trust which will be referred to as BFMAT for the purposes of the policy.

Terminology for job titles may vary across BFMAT. If this is the case, the terminology used within this policy is deemed to apply to staff/functions in equivalent roles and positions and of equivalent standing.

Definitions

A summary of key terminology used within the Policy, if useful and applicable.

Better Futures Multi Academy Trust will be referred to as 'BFMAT'

Equality Statement

Equality, freedom and treating all persons with dignity and respect are fundamental human rights. As such, BFMAT is committed to making these central in all its work.

A diverse student body and workforce benefit BFMAT's role as a provider of high quality education and employment in a modern and ever-changing society. BFMAT is firmly committed to the promotion of equality and will not unlawfully discriminate, or tolerate discrimination (direct or indirect, harassment or victimisation) on grounds of age, disability, ethnicity (including race, colour, caste and nationality), gender identity, marriage or civil partnership, pregnancy or maternity, religion or belief, sex and sexual orientation; this includes discrimination by association or due to perception. This policy will operate in furtherance of this.

The Policy

1. Payments to Members, Trustees and Governors

- 1.1. Educational governance in England is rooted firmly in the principle of voluntary service. The government is committed to maintaining and promoting this principle for board members of academies. This is in line with charity law and corporate governance practice in other parts of the public sector.
- 1.2. There are limited, specific, circumstances in which individuals serving as board members can receive payments. However, this should only take place where it is clearly in the best interests of the school or academy.

2. Board Members allowances and expenses

- 2.1. The law (1) allows boards in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governors and associate members of the board to cover any costs, such as travel or childcare, which they have incurred because of serving as a governor. Where they choose to do so, it must be in accordance with a policy or scheme. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt (at a rate set out in the scheme) and be limited to the amount shown on the receipt.
- 2.2. Boards in academies are free to determine their own policy on the payment of allowances and expenses. In this regard, BFMAT adopts the principles allowed by the law for maintained schools (2.1 above).
- 2.3. So long as payments reimburse actual expenditure, they are not taxable. However, tax liabilities may arise on mileage payments if board members are paid more than the Inland Revenue approved mileage rates, which currently stand at 45p per mile.
- 2.4. Claims may be submitted on the claim form attached as Appendix 1 to this policy.
- 2.5. Members and Trustees expenditure should be agreed by the Chair of Trustees in advance of making a claim and all claims will then be approved by the Chair. In case of claims made by the Chair then these will be agreed and approved by the Vice Chair of the Trustees. Agreement of Governor expenditure will follow the same process but be approved by the LGB Chair and, in the case of claims made by the LGB Chair, by the LGB Vice-Chair.
- 2.6. All claims for expenses other than mileage will only be approved with supporting evidence such as receipts or bills.

3. Rates

3.1. Rates payable:

Public Transport	Actual costs incurred. Where more than one class of fare is available, the rate is limited to second-class fares.
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Taxi or private hire vehicle	The cost per journey must not exceed the rate set by the relevant licensing authority	
Personal vehicle mileage allowances	Cars and Vans	First 100 miles 45p and 25p thereafter
	Motor Cycles	24p
	Bikes	20p

Appendix 1

BETTER FUTURES MULTI ACADEMY TRUST

Member, Trustee and Local Governor Expenses Claim

Name:	
Address:	

Date of Meeting / Function Attended	Brief Description (e.g. Board, Committee)	Miles Travelled (by car)	Other Costs	Amount Claimed
			Total Claimed	£

Bank Details

To receive this reimbursement directly into your bank or building society account, please complete the information below:

Sort Code : Account No :

Account Name : Reference :

Member/Trustee/Governor Signature

Date.....

Chair of Trustees/LGB Chair Signature:

Date