



The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE



The Castle School
ACHIEVE | BELONG | PARTICIPATE



Member, Trustee & Governor Expenses Policy

Date: September 2021

CEO: Sarah Watson

Headteacher at The Castle School: James Lamb

Headteacher at Court Fields School: Polly Matthews

Headteacher at Wellesley Park School: Carly Wilkins

Headteacher at Isambard Kingdom Brunel School: Richard Healey

Due for review: Autumn Term 2022

Introduction

The Castle Partnership Trust (the 'Trust') acknowledges the role of Members, Trustees and Governors in setting the strategic direction and monitoring the performance of the Academies in the Trust. Although the role is voluntary, the Trust wishes to provide a facility for Members, Trustees and Governors to be reimbursed for expenditure which they may incur in the course of their duties. This policy applies equally to all Members, Trustees and Governors within the Trust and details which expenses are payable for attendance at 'Approved Duties'. However, it is always open to any individual to choose whether or not to claim, irrespective of this policy.

Claiming Expenses

The expenses which may be claimed are summarised below:

- Travel expenses
- Subsistence expenses
- Childcare and baby-sitting expenses

All claims submitted for payment must be supported by a valid receipt.

Approved Duties

The following is a list of activities that the Trust has deemed an "Approved Duty" for the purpose of claiming expenses under this policy:

- Convened meetings of the Trust or Local Governing Body
- Other duties designated by the Trust, e.g. acting as a member of a panel convened for recruitment, disciplinary, pay or other approved reason
- Attendance for training or conference approved by the Trust.

Allowable Expenses

Members, Trustees and Governors may only claim expenses in respect of actual expenditure incurred whilst attending the above meetings, undertaking training/development and otherwise acting on behalf of the Trust. These expenses are not subject to tax as long as only actual expenditure is reimbursed and a valid receipt has been attached to the claim form.

Expenses that cannot be claimed by law

Members, Trustees and Governors cannot claim 'attendance allowances' i.e. payment, for actually attending meetings. Members, Trustees and Governors may not be reimbursed for loss of earnings.

Travel Expenses

Where travel is deemed necessary, consideration should be given to the mode of transport to ensure that the most cost-effective means of travel is used. The costs of travel by car should be checked against other forms of public transport including rail travel prior to the journey being made. Where it is reasonable, practical and cost effective to use public transport then Members, Trustees and Governors will be expected to do so.

All payments are on the basis that the journey was actually undertaken, and expenditure necessarily incurred. Members, Trustees and Governors are encouraged to coordinate travel arrangements where possible to minimise the costs to the Trust. If Members, Trustees and Governors share transport, only the driver is eligible to claim for the journey.

The following may be claimed;

- Mileage rate of 45p per mile (HMRC approved rate 2021) actual cost of standard rate public transport including bus and train fares (cheap rate fares should be used where they are available)
- Car parking charges
- Taxi fares (in exceptional circumstances i.e. no other transport options available and attendance essential).

Mileage must be calculated based on the shortest, most practical route for the journey. Mileage claims must have attached a VAT receipt for fuel used. The claimant is responsible for attaching the receipt and the person authorising the claim is responsible for checking the receipt is valid prior to payment. Claims should be submitted monthly.

Cost of Meals and Accommodation

The cost of meals purchased by Members, Trustees and Governors required to be at a location away from their home, when complementary refreshments are not otherwise provided at the location attended, may be claimed. The cost of meals and accommodation will be paid when on a course or otherwise away overnight.

Reasonable expenses for the cost of accommodation, food and drink will be reimbursed when supported by receipts. The Trust will not meet the cost of additional parties or accommodation provided to a spouse or other family members.

Childcare and Baby-Sitting Allowances

Members, Trustees and Governors may claim an allowance for childcare costs incurred on approved duties. This is not a round sum allowance, but must be for actual expenses incurred when it is necessary for a non-family member to be paid to look after a child or children to allow a Member, Trustee or Governor to attend approved duties

Payment of Expenses

Expense claims will only be paid if submitted on the approved form. Claim forms must be submitted to the Chair of the Trust for Members and Trustees, or the Chair of the Local Governing Body for Governors. Payment will be made by BACS.

The Trust Finance team will maintain a record of claims made including date, name, amount and reason for budget monitoring purposes. Members, Trustees and Governors' expenses are subject to audit.

Publication of Expenses

The Trust is obliged to publish details of all allowances and expenses paid to Members, Trustees and Governors on its public website and in its annual accounts.