



Staploe Education Trust

Members, Trustees and Advisory Body Members Allowance Policy

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Contents

Policy Statement	3
Withdrawal from Meetings.....	4
Monitoring and Review of the Policy	4

Policy Statement

Members, Trustees and Advisory Body members may claim allowances to cover expenditure necessary to enable them to perform their governance duties. This includes:

- Attending governance meetings
- Attending other meeting in a governing capacity
- Attending events in a governing capacity
- Carrying out governance visits in accordance with the Governance Handbook

This does not include an attendance allowance, payments to cover loss of earnings or payments to a current/former spouse/partner.

Any expenses must be pre-authorized, including when the precise total is known or not known in advance.

Allowances may be claimed by completing the relevant form; which can be obtained by contacting the Governance Professional.

The completed forms should be signed by the individual and countersigned by the Chair of the Trust Board or Chair of the Advisory Body before being sent to the Governance Professional, who will forward the form to the Trust's finance team for processing. Once processed payment will be sent by BACS directly to the claimant's bank account.

Claims should be made within one month from when the expense was incurred and should be supported by receipts and records of the expense being claimed.

The Trust Board have agreed that the following expenses can be claimed:

1. Car mileage allowance (at HMRC authorised mileage rate currently 45p per mile);
2. Motorcycle mileage allowance (at HMRC authorised mileage rate currently 24p per mile);
3. Bicycle mileage allowance at (HMRC authorised mileage rate currently 20p per mile);
4. Public transport costs (actual costs incurred) on the basis of an open standard ticket being purchased for the time of day of travel;
5. Meals (reasonable and necessary costs incurred to be approved in advance);
6. Childcare or care for a dependent (actual costs incurred to be approved in advance);

Where a Member, Trustee or Advisory Body member does not have a spouse, partner or other responsible adult to care for a child/ren or the person requiring care during a period of absence, in which that person attends meetings of the Board of Trustees, its committees or is otherwise representing the Trust; claims will be accepted though limited to reimbursing the actual cost paid to a registered child care provider or the cost of the sum paid to a carer.

7. Telephone calls, copying, stationery etc. (actual costs incurred);

Costs may be reimbursed where the Member, Trustee or Advisory Body member is unable to use the facilities of the Trust in the performance of any duty on behalf of the Board of Trustees or its committees. A written record must be kept or receipt obtained relating to the expenditure incurred.

Withdrawal from Meetings

A Member, Trustee or Advisory Body Members must withdraw from any meeting of the Trust Board, if a claim for expenses submitted by them is being considered.

Monitoring and Review of the Policy

This policy will normally be reviewed annually; this may be brought forward as required by the Trust Board to reflect changes in supporting advice and guidance.