

MEMBER, TRUSTEE AND GOVERNOR EXPENSES POLICY

Responsible	BFMAT Company Secretary
Approved by	BFMAT Board of Trustees
First approval date	January 2020
Date for review	March 2023
Date for further review	March 2026

MEMBER, TRUSTEE AND GOVERNOR EXPENSES POLICY

Purpose

To clearly define the method for Members, Trustees, Governors and persons co-opted to support governance, 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 those undertaking a governance role in Multi-Academy Trusts. 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 undertaking a governance role can receive payments. However, this should only take place where it is clearly in the best interests of the Multi-Academy Trust.
- 1.3 The law allows Multi-Academy Trusts to choose whether to pay allowances or expenses to those undertaking a governance role to cover any costs, such as travel or childcare, which they have incurred because of performing that role. 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 a governance duty. 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.
- 1.4 Multi-Academy Trusts 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 (1.3 above).
- 1.5 So long as payments reimburse actual expenditure, they are not taxable. However, tax liabilities may arise on mileage payments paid in excess of the Inland Revenue approved mileage rates, as outlined in section 2.
- 1.6 Claims may be submitted on the claim form attached as Appendix 1 to this policy.
- 1.7 Member and Trustee expenditure claims (including co-opted Trustees) will be administered by the Company Secretary and approved by the Chair of Trustees. Claims made by the Chair of Trustees, will be approved by the Vice Chair of Trustees.

Agreement of Governor expenditure (including co-opted Governors) will follow the same process but be administered by LGB Clerks and approved by the LGB Chair and, in the case of claims made by the LGB Chair, by the LGB Vice-Chair.
- 1.8 All claims for expenses other than mileage will only be approved with supporting evidence such as receipts or bills.

2. Rates

2.1. Rates payable:

Public Transport	Actual costs incurred. Where more than one class of fare is available, the rate is limited to second-class fares.	
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
	Bicycle	20p

Appendix 1: Member, Trustee and Governor Expenses Claim Form

Name:	
Address:	

Date of Meeting / Function Attended	Brief Description (e.g. Board, Committee, LGB)	Miles Travelled (by car, van, motor cycle or bike)	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:

Member/Trustee/Governor Signature:

Date:

Chair of Trustees/LGB Chair Signature¹:

Date:

¹ Any claim made by the Chair of Trustees or LGB Chair shall be approved by the Vice-Chair of Trustees or LGB Vice-Chair respectively.