

# Expenses policy to support trustees and local governors



**Management log**

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**Signed** Signed



*J O'Leary*

**Chair of the Board** CEO

**Document history**

Version	Date authored	Author	Date approved	Date issued	Comments
V1	March 2017	Helena Brooks and Sarah Brown	25 July 2017	Autumn 2017	To support SHINE’s suite of financial policies to comply with regulations
V2	June 2019	Sarah Brown	20 June 2019	21 June 2019	Reviewed to support SHINE’s suite of financial policies to comply with regulations
V3	June 2021	Helena Brooks and Sarah Brown	24 June 2021	25 June 2021	Reviewed to support SHINE’s suite of financial policies to comply with regulations
V4	November 2023	Sarah Brown	28 November 2023	28 November 2023	Reviewed to support SHINE’s suite of financial

					policies to comply with regulations
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**Directorates affected by these orders – trustees and local governors**

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## 1. Introduction

1.1 This policy statement has been developed in accordance with the school governance (roles, procedures and allowances) (England) Regulations 2013<sup>1</sup>.

1.2 SHINE Multi Academy Trust (SHINE) is committed to promoting equal opportunities and all stakeholders<sup>2</sup> will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

1.3 SHINE believes that paying trustees and local governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as trustees or local governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

## 2. Expenses criteria

2.1 All trustees and local governors supporting SHINE will be entitled to claim the actual costs, which they incur as follows:

2.1.1 Trustees and local governors will be able to claim allowances providing the expenses are incurred in carrying out their duties, as a trustee or local governor or representative of SHINE and are agreed by the Board's finance and business committee that they are justified before any reimbursable costs are incurred.

2.1.2 Trustees and local governors will be able to claim for the following:

- childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner)
- cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)

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<sup>1</sup> <http://www.legislation.gov.uk/ukxi/2013/1624/contents/made>

<sup>2</sup> SHINE defines stakeholders as anyone who is invested in the welfare and success of SHINE and its pupils, including premises staff, administrators, teachers, support staff, pupils, parents/carers, families, community members, businesses, and elected officials such as school board members, city councillors, and state representatives.

- extra costs they incur in performing their duties either because they have special needs or support for trustees and local governors whose first language is NOT English
- cost of travel relating only to travel to meetings/training courses at 45p per mile which does not exceed the specified rates for academy personnel. Using the form attached, further copies are obtainable from the SHINE central team or are printable from the SHINE website <https://www.shine-mat.com/business-and-personnel/>
- travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from any other source
- telephone charges, photocopying, stationery, postage etc
- any other justifiable allowances

### **3. Procedures:**

3.1 Trustees and local governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form, attaching receipts where possible, and return it to the leader of governance or chief financial officer (CFO) within two weeks of the date when the allowances were incurred, they will be submitted for approval by the chair of the Board or chair of the Board's finance and business committee.

3.2 Claims will be subject to independent audit and may be investigated by the chair of the Board (or chair of the Board's finance and business committee in respect of the chair of the Board) if they appear excessive or inconsistent.



### 4. Allowances form

<b>Name:</b>	<b>Address:</b>
<b>Post Code:</b>	<b>Date of claim:</b>

I claim the total sum of £..... for trustee or local governor\* (delete as appropriate) expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£	p	p
Child care/babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for trustee or local governor* with special needs			
Support for trustee or local governor* whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to the leader of governance or CFO for the attention of the chair of the Board or chair of the Board's resources committee.

**Approved by .....**Chair of the Board **Date.....**

**Approved by .....**Chair of the Board's finance and business committee  
**Date.....**



## 5. Travelling and out of pocket expenses claim

Date	Places visited and purpose of journey	Private vehicle travel claims only			Amount claimed for travel (not private vehicle claims)	Subsistence and other expenses
		Mileometer Reading		Actual mileage		
		Start	Finish			
<b>Total</b>						

Claimants full name.....  
 Home address.....  
 Contact number.....  
 Name of bank at which account is held.....  
 Name on bank account.....  
 Sort code..... Account number.....  
 Building Society Roll Number (If applicable).....

**Please attach VAT receipts for all expenses claimed.**  
**Without appropriate receipts, claims may not be paid.**

I certify that mileages claimed are accurate and have been necessarily incurred solely on the service of SHINE and that mileometer readings recorded are correct and that the insurance policy covers use on business and indemnifies the Trust against third party claims and/or the train ticket claimed for was the cheapest available option. I further certify that any subsistence claimed is additional expenditure, incurred above normal outlay.

Signed, claimant:.....

Date: .....

I certify that the amounts claimed are within the scale of allowances authorised and that the journeys made and mileage and/or expenses claimed are reasonable.

Approved by .....Chair of the Board Date .....

Approved by .....Chair of the Board's finance and business committee Date.....