

Title	Expenses for Governors and Directors of the Brooke Weston Trust
Associated Policies	N/A

**REVIEWED: September 2024**

**NEXT REVIEW: September 2025**

<b>1.</b>	<b>Policy Statement</b>
	<p>1.1 The Brooke Weston Trust is committed to ensuring that there is equality of opportunity to serve as a Director, Committee Member and Governor within the Trust. To enable this, the Trust allows those within its governance community to claim allowances for legitimate expenses incurred in carrying out their duties.</p> <p>1.2 In accordance with the Governance Handbook (section 4.7.1, paragraph 75) this policy sets out the arrangements for the payment of allowances and expenses for the Trust’s governance community.</p> <p>1.3 The maximum expenses that can be claimed are £50.00 per meeting or £150.00 per annum.</p>
<b>2.</b>	<b>Who does this policy apply to?</b>
	<p>2.1 This policy applies to all Directors of the Brooke Weston Trust, Brooke Weston Trust Committee Members and Academy Governors (the ‘governance community’).</p>
<b>3.</b>	<b>Who is responsible for implementing and reviewing this policy?</b>
	<p>3.1 It is the duty of all Directors, Committee Members and Governors to follow the procedure for claiming expenses outlined in this policy.</p> <p>3.2 The implementation of this policy will monitored by Executive Leadership Team and remain under review by The Brooke Weston Trust (Finance &amp; Resources Committee).</p>
<b>4.</b>	<b>Procedure</b>
	<p>4.1 Directors, Committee Members and Governors are entitled to claim the actual costs for specific activities where they are acting on behalf of the Brooke Weston Trust or any of its academies.</p> <p>4.2 Whenever a Director, Committee Member or Governor wishes to claim back costs, <b>appropriate proof of payment must be provided</b>. In most cases receipts must be provided for claims.</p> <p>4.3 Claims should normally be made within one month from when the expense was incurred. Directors, Committee Member or Governors who wish to make a claim must fill out an expense claims form, which can be obtained from the Head of Governance. Claims will be reviewed by the CFO for approval.</p> <p>4.4 Claims will be investigated by the Chair of the Board, Committee or Governing Body if they appear excessive or inconsistent.</p> <p>4.5 The Finance and Resources Committee will review all expenses from Directors, Committee Members and governors annually.</p> <p>4.6 <b>Allowable expenses</b> Directors, Committee Members or Governors of the Trust will be entitled to claim the actual costs, which they incur as follows, on a case-by-case basis and with the prior approval of the Chair of the Board, Committee or Governing Body:</p> <ul style="list-style-type: none"> <li>The cost of travel relating only to travel to meetings/training courses at the appropriate HMRC approved or advisory rate (set out <a href="#">here</a>) and for which the journey exceeds 5 miles. The mileage rates payable by the Trust include an element to defray the cost of insurance, vehicle depreciation and fuel.</li> </ul>

- The cost of travel relating only to travel to meetings/training courses by public transport or, in exceptional circumstances, by taxi if this provides better value for money (use of taxi should be approved in advance by the Chair). Members of the governance community traveling by train will only be reimbursed the cost of 2<sup>nd</sup> class travel
- 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)
- Additional costs incurred in performing their duties because they have a disability or because English is not their first language
- Where members of the governance community travel on Trust business and an overnight stay is necessary, the Trust will reimburse the reasonable costs of accommodation, food and drink when supported by receipts. This must be agreed in advance by the Chair.
- The Trust will only bear the cost of accommodation required for business purposes and will not meet the costs of any extensions to a stay for personal reasons or for accommodation provided to a spouse or other family members. Members of the governance community should note that items of a personal nature, such as alcoholic drinks, mini-bars, video hire etc. will not be reimbursed by the Trust and these should be deducted from any bills submitted for reimbursement.
- Telephone charges, photocopying or stationery charges that are incurred where the director, committee member or governor is unable to use the Trust’s facilities to carry out their duties. Receipted accounts or at the least detailed written records should be made and submitted.
- Any other justifiable allowances.

**4.7 Non-allowable expenses**

Directors, Committee Members or Governors of the Trust acknowledge that:

- They will not be paid attendance allowance
- They will not be reimbursed for loss of earnings
- The Trust does not provide car insurance cover for members of the governance community using their own vehicles. Members of the governance community are required to confirm that they have taken out personal car insurance with an appropriate extension to cover use in connection with Trust business

**4.8** Any claims for other allowances not listed in paragraph 4.6 should be submitted for consideration by the Chair of the Board, the Committee or the Governing Body in advance of the costs being incurred where this is practicable.

**5. Policy Review**

**5.1** This policy will be monitored as part of the Trust and Academy’s annual internal review and reviewed on annually or as required by legislature changes.

**DOCUMENT CONTROL**

<b>Date of last review:</b>	September 2024	<b>Author:</b>	Head of Governance, CFO
<b>Date of next review:</b>	September 2025	<b>Version:</b>	7
<b>Approved by:</b>	Strategic Delivery Group	<b>Status:</b>	Ratified

**Summary of Changes: V6**

- Submission email updated.

**Summary of Changes: V7**

- Expenses claim form updated to include payment details.

**APPENDIX 1 – EXPENSES CLAIM FORM**

# Expenses Claim

Name	Date	Organisation/School
<b>Payment details:</b> <i>(Please provide bank account number &amp; sort code)</i>		

## Travel Expenses (@ 45p per mile, September 2024)

## Other Expenses

<b>Signed</b>	
<b>Date</b>	

Please attach any corresponding receipts to this claim form and submit completed forms to the Head of Governance ([Monica.Juan@brookewestontrust.org](mailto:Monica.Juan@brookewestontrust.org))