

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

REVIEWED: September 2021

NEXT REVIEW: September 2022

### 1. Policy Statement

- 1.1 The Brooke Weston Trust is committed to ensuring that there is transparency and openness in terms of how it uses government funding to advance education. Trust Directors, Committee Members and Academy governors should not be out of pocket and should be able to claim allowances for legitimate expenses incurred in carrying out their duties.
- 1.2 The minimum expenses that can be claimed are £50.00 per meeting or £150.00 per annum.

### 2. Who does this policy apply to?

- 2.1 This policy applies to all Directors of the Brooke Weston Trust, Brooke Weston Trust Committee Members and Academy governors.

### 3. Who is responsible for implementing and reviewing this policy?

- 3.1 It is the duty of all directors, committee members and governors to follow the procedure for claiming expenses outlined in this policy.
- 3.2 The implementation of this policy will be monitored by Executive Leadership Team and remain under review by The Brooke Weston Trust (Finance & Resources Committee).

### 4. Procedure

- 4.1 Whenever a director, committee member or governor wishes to claim back costs, **appropriate proof of payment must be provided**. In most cases receipts must be provided for claims. Directors, committee member and governors are entitled to claim the actual costs for the following activities where the governor is acting on behalf of the Brooke Weston Trust or any of its academies:
  - There may be cases where telephone charges, photocopying or stationery charges are incurred where the director, committee member or governor is unable to use the school's facilities to carry out their duties. Receipted accounts or at the least detailed written records should be made and submitted.
  - Travel expenses must be paid at a rate not exceeding the maximum level of HM Revenue & Customs approved mileage allowance payments. Travel claims may be made where directors, committee members or governors are required to travel to meetings of the Board, Committee, governing body, or meetings of its committees, or other agreed activities. Directors, committee members or governors are encouraged to consider car-sharing as a method of reducing cost. Mileage may be claimed, at the Trust approved rate (45p per mile September 2021), for distances exceeding one mile each way. Where public transport is used the actual cost of expenditure will be reimbursed, as will the cost of a taxi where public transport is not available. Receipts must be provided for claims.
- 4.2 Any claims for other allowances 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.
- 4.3 Directors, Committee Members or governors will not be paid an attendance allowance or be reimbursed for loss of earnings.
- 4.4 Directors, Committee Member or governors who wish to make a claim must fill out an expense claims form, which can be obtained from the Trust Financial Controller. Receipts must be attached where

available and claims must be made within two weeks of the expense being incurred. The Trust Financial Controller will approve claims and claims forms should be addressed to them.

4.5 Claims will be investigated by the chair of the Board, Committee or Governing Body if they appear excessive or inconsistent.

4.6 The Finance and Resources Committee will review all expenses from Directors, Committee Members and governors annually.

## 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 2021	<b>Author:</b>	Financial Controller
<b>Date of next review:</b>	September 2022	<b>Version:</b>	4
<b>Approved by:</b>	Strategic Delivery Group	<b>Status:</b>	Ratified

## Summary of Changes

- Change to job titles reflecting CFO and Financial Controller positions.
- Policy will be reviewed on an annual basis, rather than every three years.

APPENDIX 1 – EXPENSES CLAIM FORM

## Expenses Claim

Name	Date	Organisation

### Travel Expenses (@ 45p per mile, September 2021)

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### Other Expenses

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Signed

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Date

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Please attach any corresponding receipts to this claim form and submit completed forms to:  
Mrs D Tysoe, Financial Controller, Brooke Weston Trust, Coomb Road, Great Oakley, Corby, Northants NN18 8LA