



## **Governors' and Trustees' Expenses Policy**

This policy was adopted by the Trustees  
of Ivy Education Trust on  
15 December 2022

Review date: See amendment record

## Aims

The Trust board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a Trustee or Governor on the grounds of cost.

## Requirements

1. This policy will be reviewed annually. Governors/Trustees will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governors/Trustees or representative of Ivy Education Trust and are agreed by the Chair of Governors (for Governors) or Chair of Trustees (for Trustees) Chairs of LGB will have expenses agreed by the Chair of Trustees, and that they are justified before any reimbursable costs are incurred.

## Legislation and guidance

2. The [Governance Handbook](#) (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their Articles.
3. This policy complies with our funding agreement and articles of association.

## Approved Duties

4. Governors/Trustees may claim expenses for attendance on approved duties. The following are accepted as approved duties:
  - Properly convened full Body meetings;
  - Properly convened committee meetings of the Governors/Trustees;
  - Other duties designated by the Governors/Trustees e.g. acting as a panel approved by the Governors/Trustees for long/short listing/interviewing candidates for a staff appointment;
  - Governors/Trustees formal visits to the Schools will qualify. Casual visits to the Schools are not deemed approved duties.

## Extent of Claims

5. Governors/Trustees will be able to claim for the following on a case-by-case basis and with the prior approval of the Chair of Governors/Trustees:
  - 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);
  - The extra costs they incur in performing their duties either because they have special needs (e.g. audio support) or because English is not their first language (e.g. translations);
  - The cost of travel relating only to travel to meetings/training courses at the Schools at the rate set out in the IET staff expenses policy December 2022, where an additional return journey has had to be made;
  - Travel and subsistence costs, payable at the rates set out in the IET staff expenses policy December 2022 associated with attending national meetings or training events, unless these costs can be claimed from another other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable expenditure.

Claims will be paid in arrears on a case-by-case basis. Reimbursable cost should be agreed in principle by the Chair of Governors or Chair of Trustees before they are incurred.

The Chair of Governors/Trustees (or the Vice-Chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

### Specific Exclusions

6. Governors/Trustees are not allowed to:
- be paid attendance allowance;
  - be reimbursed for loss of earnings.

### How to Make Claims

7. Governors/Trustees wishing to make claims under these arrangements should complete a claims form (obtainable from the Trust office), attaching receipts where required, and return it to the Trust finance team within 4 weeks of the date when the expenditure was incurred. Claims will be submitted for approval by the Chair of Governors/Trustees and the details kept on file. This information is available for review by Trustees if required.

### Audit

8. Claims will be subject to independent audit and may be investigated by the Chair of Trustees (or Chair of FAR committee in respect of the Chair of Trustees) if they appear excessive or inconsistent.

### Reporting & Transparency

9. At the end of each financial year the Schools will publish details of the Governors/Trustees expenses. The following details will be published:
- the full name of each Governor/Trustee making a claim;
  - the total amount claimed by each Governor/Trustee during the financial period concerned.

### Key Terms and Definitions

Acronym	Definition
FAR	Finance, Audit & Risk Committee

### Amendment Record

Version #	Date	Amended By	Nature of Change
1	01/09/2012	R Willcocks	Initial publication
2	November 2020	J Newman	OLT update for expanded Trust
3	November 2022	J Newman/G Willis	Amend Osprey Learning Trust to Ivy Education Trust. Amended 7 “details presented to the FAR Committee” to “Information is available for review by Trustees if required”. Updated claim form. Updated date of Staff Expenses Policy in line with review of that document.

**Ivy Education Trust**  
**Governor/Trustee claim form**

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for governor/trustee expenses as detailed below. I have attached relevant receipts and mileage form to support my claim.

Signed: .....

Date: .....

Signed: .....  
Chair of Governors/Trustees

Date: .....

LGB: .....

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to the Trust Finance team in the Trust office, Exeter road, Teignmouth, along with any relevant receipts.

The form should be submitted within 4 weeks of the expenses being incurred.