Central Region Schools Trust
Founded by the RSA

TRUSTEE AND GOVERNOR EXPENSES POLICY

Recommended by:	CRST HoG
Ratified by:	F&R Committee
Signed:	
Position on the Board:	Chair to F&R Committee
Ratification Date	10.05.23
Next Review:	Spring Term 2026
Policy Tier (Central/Hub/School):	Central

Key Changes in the Latest Version of the Policy

Throughout	Central Region Schools Trust (CRST) has replaced any reference to Central RSA Academies Trust (CRSAAT)
1	Title Change to Expenses in place of Allowances.
2	Update in text throughout in line with current process.

PURPOSE

This policy is intended to ensure consistency across the Trust in terms of expenses claims for Trustees, Governors, Associates and Expert Advisors.

The Central Region Schools Trust is accountable for all polices across all its schools. All policies, whether relating to an individual school or the whole Trust will be written and implemented in line with our ethos, values and distinctive culture.

The Central Region Schools Trust is dedicated to good practice and ensuring equality through consistent good processes. Governance is a voluntary activity and this policy reaffirms the Trust's commitment to ensuring equality of participation. The Trust believes Trustees, Governors, Associates and Expert Advisors should be reimbursed in respect of expenses incurred whilst carrying out their duties on behalf of the schools or the Trust. Therefore, all Trustees, Governors, Associates and Expert Advisors are encouraged to submit claims for reasonable expenses incurred.

WHAT ARE EXPENSES?

- For the purpose of this policy, "expenses" are refunds paid to Trustees, Governors, Associates and Expert Advisors to cover the costs incurred whilst fulfilling their governance duties for the Trust.
- Allowances of properly incurred expenses are not a payment to Trustees, Governors, Associates and Expert Advisors for their services, nor do they count towards any kind of personal benefit.
- Payments will be approved where expenditure is incurred to enable a Trustee, Governor, Associate and Expert Advisor to perform any governance duty and where the Trust derives a benefit from such activity.
- Trustees and Governors, Associates and Expert Advisors will not be paid attendance allowances for any loss of earnings.

CLAIMS WILL BE APPROVED FOR:

Training:

- Attendance to training. Claims will be limited to reimbursing the actual cost of the training. Any training will need to be pre-agreed and be based on the Trust's/or on individual schools' needs.

Travel and subsistence:

- Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt and on the basis of actual expenditure, up to the level of standard class rail travel. Other travel will be reimbursed according to current HMRC approved mileage rates. Payments of expenses where these have been, or are already met by another body, are excluded from this policy.
- Claims for expenses may be made for any reasonable travel between a Trustees, Governors, Associates and Expert Advisor's usual place of residence to a school or the Trust's central office.
- The nature of any travel must be related to the work of the board of Trustees/LAGB, e.g. Trustee/LAGB meetings, training courses.
- The costs of parking for business away from the School/Trust, where necessary, will be returned upon production of a valid receipt.
- Trustees, Governors, Associates and Expert Advisors will be able to claim for overnight accommodation and subsistence costs in the execution of their duties to the Trust and with prior approval of the Chair of the Trust Board.
- Trustees, Governors, Associates and Expert Advisors are welcome, with pre-arrangement, to use the facilities of the schools/Trust's central office in the performance of any governance duty.

PAYMENTS WHICH DO NOT COUNT AS EXPENSES:

Trustees/Governors are not able to receive allowances for the following:

- Payments for hotel accommodation or travel costs for spouses or partners who are not participating in the business of the Central Region Schools Trust.
- Payments for private telephone bills for business unrelated to the Trust.
- Payments for private medical insurance.
- Petrol mileage rates above the mileage rates published by HMRC.
- Parking fines

  NB *This list is not exhaustive, and the Board of Trustees may decide to reject other requests for expenses which are excessive, false or unreasonable.*

- Any Trustee/Governor/Associate/Expert Advisor that attempts to claim expenses which are excessive or false, as outlined above, may be liable for removal from the board of Trustees/LAGB and, if the expense has already been reimbursed, may be liable to repay the Trust for the amount paid.

HOW ARE EXPENSES CLAIMED?

- Trustees, Governors, Associates and Expert Advisors should claim expenses on a monthly basis, unless the amount to be claimed is substantial and/or urgent.
- Claims should be made using a claim form and submitted to the Governance Professional of their LAGB/Trust Board/Committee.
- An example of the Claim form which will be used by the Trustees, Governors, Associates and Expert Advisors can be found at the end of this document. Claim forms can be sourced from the Governance Professional.

MONITORING AND REVIEW

- All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the Head of Governance & Corporate Services may ask for further details.
- The Board of Trustees will account for all expenses in the Trust's accounts; this includes:
  - Details of the payments and other benefits to Trustees, Governors, Associates, Expert Advisors and connected persons.
  - Details of the legal authority upon which the payment has been made and the reasoning for it.
- The Head of Governance and Corporate Services will review this policy on a three-yearly basis in conjunction with the Board of Trustees and will make any changes necessary.
- All Trustees, Governors, Associates and Expert Advisors are required to familiarise themselves with this policy upon their appointment to the Board of Trustees/LAGB.

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Central Region Schools Trust - Expense Claim

Claimant :	**Date :**

Date	**Details of Journey**	**Miles**	**Other Expenditure**	**Amount**
	Total Miles Claimed			
	@ £0.45pm		**Total Mileage Claimed**	
Signature :			**Total Amount Claimed**	

SAMPLE

Office Use Only			
Authorised		Budget	Code
Date		920	3510