



Education Trust

‘Inspiring the individuals of today, for a better society to tomorrow,
“Aspire, Belong, Collaborate”

GOVERNOR & TRUSTEE EXPENSES POLICY

Review Frequency	Annual
Reviewed	1 st July 2025
Next Review	July 2026
Agreed by Trustees	15 th July 2025



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INTRODUCTION

Riviera Education Trust will pay trustee and governors' allowances and expenses, under specific circumstances as set out below. The policy seeks to ensure equality of opportunity for all members of the community to serve as governors and so is an appropriate use of trust funds. Any payment of allowances and/or reimbursement of expenditure will only be made in relation to costs directly incurred as a result of performing governor duties. The specific allowable items reflect this objective.

This policy applies to all governors and trustees of Riviera Education Trust (the "Trust"), i.e. whether a member of the Trust Board of Directors or a member of the Local Standards Board at a Trust academy.

The purpose of the policy is to ensure a consistent and fair approach to the payment of trustee and governors' allowances and the reimbursement of expenses incurred in performing duties as a trustee or a governor in a local standards board.

The Trust delegates its authority in the manner set out in this procedure.

ELIGIBLE EXPENSES

All trustees and governors of Riviera Education Trust may, if they wish, be entitled to claim as follows:

- Childcare or babysitting allowances, up to a maximum expenditure of £6 per hour, for the duration of any meeting plus one-hour travel time (not including any payments to a current/former spouse or partner or a responsible person normally living at the family home)
- Cost of care arrangements for an elderly or dependent relative, up to a maximum expenditure of £6 per hour, for the duration of any meeting plus one-hour travel time (not including payments to a current/former spouse or partner or a responsible person normally living at the family home)



- Any reasonable additional costs incurred in performing duties either because they have a medical need, disability or because English is not their first language
- The cost of travel to governor meetings/training courses using mileage and fuel allowances at the current rates specified by HMRC (currently at a rate of 45 pence per mile for cars) or the ticket cost of using standard class public transport (tickets to be provided as receipts, in support of any claim). Casual visits to the school will not qualify.
- The cost of related car parking or cycle storage can be claimed providing the ticket/receipt is presented in support of the claim
- Subsistence costs including:
 - Breakfast, including incidental refreshments, up to £10
 - Lunch, including incidental refreshments, up to £10
 - Evening meal, including refreshments, up to £20
 - Accommodation expenses to a maximum of £90 per night (outside London) and a maximum of £150 (in London)
 - The above allowances exclude the cost of any alcoholic beverages, newspapers, mini bar and laundry expenses.
- Telephone charges (itemised highlighted bills should be submitted), photocopying costs (where academy photocopying services are not accessible), stationery costs (where academy supplies are not accessible), postal charges (where the academy post is not available), etc.
- Any other justifiable allowances and/or reasonable expenditure reimbursement at the discretion of the person who will be authorising the claim.

NON-ELIGIBLE EXPENSES

The Trust Governing Board acknowledges that:

- Trustees and governors may not be paid any attendance allowance
- Trustees and governors may not be reimbursed for any loss of earnings.

PROCEDURE

Trustees wishing to make claims under these arrangements need to obtain the prior written approval of the Chair of the Trust Board or the Chief Executive Officer before the expense is incurred and when a claim is submitted.

Governors of local standards board wishing to make claims under these arrangements need to obtain the prior written approval of the Chair or Vice Chair of the local standards board before the expense is incurred and when a claim is submitted. **The Chair wishing to make claims under these arrangements**



need to obtain the prior written approval of the Chair of Trustees or Head of School before the expense is incurred and when a claim is submitted.

Any claim made needs to be submitted within three months of the expenditure being incurred.

Providing prior approval has been obtained and the timeframe adhered to, trustees should complete an expense claim form, obtainable from the Trust finance department. Receipts should be attached where at all possible. The completed expense claim form should be sent to the Trust finance department, who will submit it for the approval of the Chair of the Trust Board, or the Chief Executive Officer, before any payment is made by the Trust finance department.

Providing prior approval has been obtained and the timeframe adhered to, governors of a local standards board should complete an expense claim form obtainable from the Clerk to the Governors. Receipts should be attached where at all possible. The completed expense claim form should then be sent to the Clerk who will submit it for the approval of the Chair or Vice Chair of the local standards board, before any payment is made. For an expense claim form for the Chair of local standards board, the Clerk will submit it for the approval of the CEO or Head of School.

SCRUTINY

Claims will be subject to independent audit and may be investigated if they appear excessive or inconsistent.

MONITORING, EVALUATION & REVIEW

The Trust Governing Board will review this policy annually and assess its implementation, effectiveness and affordability.



DETAILS OF AMENDMENTS

July 2019

- Updated MAT terminology, local standards boards – FS.

February 2020

- Updated to clarify process for Chair of local standards board to claim expenses – FS.

June 2021

- Reviewed without change.

July 2023

- Policy reviewed, changed from every 2 years to annually.

July 2024

- Policy reviewed, without change.

July 2025

- Policy reviewed, without change.



