

RMET

Trustee and Academy Committee Member Expenses Policy

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Document Change History

Date:	Version:	Description of Changes:
22 nd August 2023	0.1	New policy
18 th September 2023	1.0	First Approval

1. Introduction

- 1.1. RMET values the time and support given voluntarily by those who undertake Trustee and Local Governance roles within the Trust.
- 1.2. Multi Academy Trusts have a significant level of autonomy which makes it all the more important for the Trust Board to consider the regularity, propriety and value for money of all aspects of trust business.
- 1.3. This policy has been developed in accordance with the Department for Education's Governance Handbook, the requirements of the Education and Skills Funding Agency's (ESFA) Academy Trust Handbook (ATH), the Trust's Articles of Association and guidance provided by the Charity Commission (CC11).
- 1.4. The Trust has the discretion to pay allowances from the Trust's annual budget allocation to Trustees and Academy Committee Members for certain allowances which they incur in carrying out their duties. The Trust believes that paying such expenses, as set out below, is important in ensuring equality of opportunity to serve as a Trustee or Local Academy Committee Member from our community and so is an appropriate use of Trust funds.

2. Statement of Equality

- 2.1. We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitments to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

3. Definitions

- 3.1. In this policy the following words and expressions shall have the following meanings:

"Directors", "Trust Board" or "Trustees" means the Board of Directors of RMET as constituted from time to time.

"Academy Committee Member" means the Local Tier of Governance at every school within the Trust as constituted from time to time.

"Trust" means RMET and/or any of its schools.

4. Allowances

- 4.1. Trustees and Academy Committee Members of RMET will be able to claim reimbursement of expenses provided they are incurred in carrying out their duties as a Trustee, Academy Committee Member or representative of RMET.
- 4.2. Trustees and Academy Committee Members will be able to claim for the following, on a case-by-case basis:

- 4.2.1. The reasonable cost of travelling to and from Trust meetings, and on Trust business and events, this can include the cost of using public transport, taxi fares and petrol allowances to the level permitted by HM Revenue and Customs before tax becomes payable. Mileage will be calculated according to the shortest route to and from the required destination.
 - 4.2.2. Subsistence costs, payable at the specified rates for Trust personnel, for the cost of meals taken on Trust business.
 - 4.2.3. The costs of postage and telephone calls on Trust business.
 - 4.2.4. Communication support; translating documents into Braille or into different languages; provision of learning and listening device etc.
 - 4.2.5. Cost of reasonable overnight accommodation and subsistence whilst attending Trust meetings or other essential events such as specialist training courses.
 - 4.2.6. Claims for the reasonable cost of childcare, or care of other dependant whilst attending Trustee/Academy Committee meetings or other agreed activities, such as training events. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to help care for his/her child(ren)/other dependent.
- 4.3. All expenses incurred should follow the Academy Trust Handbook's principle of value for money i.e. "achieving the best possible educational and wider societal outcomes through the economic, efficient and effective use of resources, the avoidance of waste and extravagance, and prudent and economical administration". They must also be affordable with each school's general budget or the central Trust budget for Trustee expenses.

5. Expense Payments which will not be paid

- 5.1. The following payments will not be paid by RMET:
- 5.1.1. Any expense in connection with foreign travel.
 - 5.1.2. Payment for hotel accommodation or travel costs for spouses or partners who are not themselves travelling on Trust business.
 - 5.1.3. Expenses that can be claimed from any other source.
 - 5.1.4. Compensation for loss of earnings whilst carrying out Trust business.
 - 5.1.5. Attendance allowances.

6. Arrangements for making a claim

- 6.1. It is good practice for a Trustee or Academy Committee Member to agree the anticipated cost of any expenditure which is to be reclaimed with the Head of Governance prior to incurring any such expense. However, any expenditure which in total exceeds £25.00 **MUST** always be pre-approved by the Head of Governance prior to being incurred.
- 6.2. The following process and principles will apply to the approval of expenses:
- 6.2.1. The actual cost must be notified to the Head of Governance within four weeks of incurrance.
 - 6.2.2. The claim form (see Appendix 1) must be submitted within four weeks of the expense being incurred.
 - 6.2.3. A receipt is required in order to obtain a refund.

- 6.3. In cases where the above principles have not been followed, the claim will be forwarded to the Finance, Audit and Risk Committee for review. If the committee decides not to approve the claim then the claimant will be notified in writing of the reasons the expenses have not been approved and the claimant may then appeal in writing to the Trust Board whose decision is final.
- 6.4. In the case of the Chair of the Trust Board reclaiming expenses, this should be authorised by the Finance, Audit and Risk Committee.

7. Accounting for Trustee Expenses Claims

- 7.1. Annually a schedule of all expenses reimbursed to either Directors/Trustees or Academy Committee Members will be submitted to the Finance, Audit and Risk Committee for review.
- 7.2. As part of the applicable Statement of Recommended Practice, the Trust will disclose as a note of the annual accounts:
 - 7.2.1. The total amount of Trustee/Academy Committee Member expenses.
 - 7.2.2. The nature of the various expenses.
 - 7.2.3. The number of Trustees/Academy Committee Members involved.

8. Other Payments

- 8.1. No Trustee or Academy Committee Member may receive any other financial benefit from RMET or any of its schools, such as a payment for services unless this is permissible under the Trust's Articles or Association and in line with the ESFA's Academy Trust Handbook (ATH).

9. Monitoring Arrangements

- 9.1. This policy will be reviewed by the Head of Governance annually, unless Government guidance or legislation forces an earlier revision. Any review will take into consideration all aspects of applicable legislation and advice current at the time of review.
- 9.2. At every review, the policy will be approved by the Trust Board.

10. Links with other Policies

- 10.1. This Trustee and Academy Committee Member Expenses Policy is linked to the following policies:
 - Scheme of Delegation – Appendix 6 Governance Code of Conduct

Appendix 1: Trustee/Academy Committee Member Expense Claim Form

Trustee/Academy Committee Member Expense Claim Form

Trust/School: RMET/RMGS/RPS/TPS
(please circle)

Name:

Address:

Claim period:

I claim the total sum of £_____ for Trustee/Academy Committee expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone or postage	
Other (please specify)	
Total expenses claimed	

BANK DETAILS (FOR BACS PAYMENTS)	
Name of Bank	
Sort Code	
Account Number	
Name on Account	

Approved by the Head of Governance:

Signed: _____

Date: _____

This form should be submitted within four weeks of the expense being incurred.