



Children's



Endeavour



Trust

# Members, Trustees and Local Governors Payment of Expenses Policy

The Children's Endeavour Trust comprises:

Abbot's Hall Community Primary School  
 Bosmere Community Primary School  
 Broke Hall Community Primary School  
 Chilton Community Primary School  
 Combs Ford Primary School  
 Freeman Community Primary School  
 Springfield Junior School  
 Whitehouse Community Primary School

## Document Control

Version	Date	Author	Comments
Issue 1	23 <sup>rd</sup> May '19	Finance and Audit Committee	Applicable to Members, Trustees and Local Governors. Review Summer 2021.
	May 2020	CEO	New schools' details added
	Feb 2026	CEO	Readopted

**Owner:** CEO

**Approver:** Finance and Audit Committee

**Statutory Policy:** Yes

**Review Cycle:** Biennial

**Approval date:** 12<sup>th</sup> February 2026

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003 which give Governing Bodies the discretion to pay expenses from the school's annual budget allocation to members of Governing Bodies for certain expenses which they incur in carrying out their duties. The Board believes that meeting the expenses of Members, Trustees and Local Governors in specific categories as set out below, is important in ensuring equality of opportunity and so is an appropriate use of school funds. The specific items allowable reflect this objective.

At the discretion of the Chief Executive Officer payment of expenses incurred may be approved on behalf of anyone who is invited to attend a meeting of the Members, Trustees and Local Governors for a specific item of business.

**Members, Trustees and Local Governors will be entitled to claim the actual costs they incur as follows:**

1. Members, Trustees and Local Governors will be able to claim expenses providing the expenses are incurred in carrying out their duties.
2. Claims will be able to be made for the following, on a case-by-case basis:
  - Childcare or babysitting expenses (excluding payments to a current/former spouse or partner) up to £8 per hour.
  - 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 or because English is not their first language;
  - The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile;
  - Travel and subsistence costs, payable at the current local government agreed rates associated with attending national meetings or training events, unless these costs can be claimed from any other source;
  - Telephone charges, photocopying, stationery, postage etc.;
  - Any other justifiable and reasonable expenses.

**The Board of Trustees of the Children's Endeavour Trust acknowledges that:**

- Members, Trustees and Local Governors may not be paid attendance allowances;
- Members, Trustees and Local Governors may not be reimbursed for loss of earnings.

Members, Trustees and Local Governors wishing to make claims under these arrangements, should complete a claim form (obtainable from the Finance Office), attaching receipts where possible, and return it to the Chief Finance Officer within two weeks of the date when the expenses were incurred. It is intended that reimbursement will be made as soon as possible.

Claims may be subject to independent audit and may be investigated by the Chair of the Trustees if they appear excessive or inconsistent.

This policy and the allowable rates stipulated will be reviewed annually by the Board of Trustees. A report of any expenses claimed will be reported to the Trust Finance and Audit Committee on a regular basis.

## Key Messages

- Payments can be made for any expenditure necessarily incurred by individual Members, Trustees and Local Governors to enable them to carry out their duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the Board of Trustees and be limited to the amount shown on the receipt.
- Members, Trustees and Local Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.

Members, Trustees and Local Governors allowances will continue to be paid from a delegated budget.



## Members, Trustees and Local Governors Expenses Claims Form

<b>Name:</b>	<b>Name of School:</b>
<b>Address:</b>	<b>Date:</b>
<b>Post Code:</b>	

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

Signed.....

	Date incurred	Amount
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for Members, Trustees and Local Governors with special needs		
Support for Members, Trustees and Local Governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
<b>TOTAL EXPENSES CLAIMED</b>		

This form should be submitted to the CFO

CEO Signature .....

Date: .....

CFO Signature .....

Date: .....