The 3-18 Education Trust

Governance Expenses Policy

'Every individual is in a great school.'

Approved: **Autumn Term 2026**
Review: **Summer Term 2027**

www.3-18education.co.uk

Our Mission

Rooted in Equity. Belonging by Design. Success Without Limits

Our Values

Compassionate
To show care and understanding towards others.

Accomplished
To provide high quality education and training for all.

Resilient
To be solution focused and able to intelligently manage challenges.

The 3-18 Education Trust
101 Longden Road
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Company Number: 08064698

Policy Monitoring and Review

Monitoring

The Finance Committee Chair and Chief Financial Officer will monitor the outcomes and impact of this policy on an annual basis.

Review

Member of Staff Responsible	Finance Committee Chair Chief Financial Officer
Relevant Guidance/Advice/Legal Reference	National Governance Association The Key
Policy Adopted By	Finance Committee
Date of Policy	Autumn Term 2026
Review Period	Annually
Date of Next Review	Summer Term 2027

Contents

1. Introduction 4
2. Expenses 4
   - Travel to meetings/training courses following attendance in person (not remotely)....4
   - Subsistence....4
   - Childcare or care for a dependent (actual cost incurred) 4
   - Support for member / director / local committee member with special needs (actual cost incurred)....5
   - Telephone calls, copying, stationery etc. (actual cost incurred) 5
   - Provision of Laptops....5
3. Reimbursement Arrangements 5
4. Travelling to a Trust School 5

1. Introduction

1.1. The 3-18 Education Trust (Trust) Board of Directors is committed to ensuring that public funding and other resources entrusted to the Trust are used properly and efficiently, and that best value is achieved at all times. All individuals involved in the volunteering role of governance recognise that the payment of expenses from public funds is a sensitive matter, which must be handled appropriately, and every effort is made to keep expenses to a minimum.

1.2. The Board of Directors believe that paying allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as a Member, Director or Local Committee Member for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

1.3. Payments can only be paid for expenditure wholly and necessarily incurred to enable the person to perform any duty as a Member, Director or Local Committee Member. This does not include payments for attendance allowance or to cover loss of earnings for attending meetings.

1.4. When training has been identified at Trust level as being required, either raised by individual Directors or Local Committee Members or through an audit of governance skills, this will be paid for by the Trust and authorised by the CEO through the School Improvement budget. Where a school is recognised as needing bespoke training/professional development for its Local Committee Members, then the school will pay for that. Any applications for Trust funding to subsidise this must be made to the CEO.

2. Expenses

2.1. All Members, Directors and Local Committee Members are entitled to claim the actual costs which they incur as follows:

Travel to meetings/training courses following attendance in person (not remotely)

- Car /motorcycle / bicycle mileage allowance (at HM Revenue and Customs Authorised Mileage Rate)
- Parking costs (actual cost incurred)
- Public transport costs (actual cost incurred)

Subsistence

2.2. In circumstances where a member / director / local committee member is representing a school away from the school's premises, subsistence expenses may be claimed on an actual cost basis (i.e. only the actual cost can be claimed if this is less than the allowable amount) within the following limits:

- More than 8 hours and no official food provided – lunch £6.50
- More than 12 hours and no official food provided – dinner £12.00
- Breakfast where the start of the official journey is before 6.00am – £5.00

2.3. There will be no reimbursement for the purchase of alcohol as part of subsistence.

Childcare or care for a dependent (actual cost incurred)

2.4. Where a member / director / local committee member does not have a spouse, partner or other responsible adult to care for a child or dependent when that individual attends meetings, committees or is representing the Trust, claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of the sum paid to a carer.

Support for member / director / local committee member with special needs (actual cost incurred)

2.5. Where the Trust does not provide facilities or equipment to enable a member / director / local committee member for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

Telephone calls, copying, stationery etc. (actual cost incurred)

2.6. Photocopying/printing and postage should wherever possible be completed via the school/Trust central office. Only in exceptional circumstances will expenditure be reimbursed where these functions have been paid for independently and authorised in advance.

Provision of Laptops

2.7. Where requested, for a finite period of time, the Chief Financial Officer (CFO) and IT Director will consider providing a laptop to enable a Director or Local Committee Member to carry out their role. Each request will be dealt with on an individual basis, noting that the Trust does not have the resources to provide a laptop to all Directors/Local Committee Members simultaneously, regardless of the need. This will be accompanied by agreeing to an Acceptable Use protocol.

3. Reimbursement Arrangements

3.1. All claims for the reimbursement of expenses must be made on an official claim form and authorised by two of the following: CFO, Governance Professional, CEO and Finance Manager.

3.2. All expenses claimed must be supported by receipts or a log of mileage that includes postcodes for the start and end points of each journey.

3.3. In general, claims should be made half-termly in arrears and claim forms submitted to the Governance Professional within four weeks of commencement of the following half-term. Directors and Local Committee Members should speak with the Governance Professional if reimbursement within a shorter timeframe is needed.

3.4. Reimbursement of authorised expense claims will be made directly into the Member, Director or Local Committee Members bank account through BACS payment within two weeks of authorisation. If payment is required by any other means please speak with the Trust's Chief Financial Officer.

3.5. Claims will be subject to independent audit and may be investigated by the Chair of the Trust Board or Chair of the Finance Committee if they appear excessive or inconsistent.

4. Travelling to a Trust School

4.1. Should a Director or Local Committee Member be asked to travel to a Trust school which is not their appointed school/meeting location, and using their own car, they will be covered for occasional business use under the Trust's insurance. However, Directors and

Local Committee Members must check with their own insurance company to ensure the company is in agreement with this arrangement.