



One Community Trust

TRUSTEE AND GOVERNOR EXPENSES POLICY

Author	Tracy Robinson
Approved by	Business, Risk and Audit Committee
Approval Date	07/07/25
Version Number	5
Status	Approved
Review Date	Summer Term 26

CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
1	25/09/2020	25/09/2020	TR	New Policy
2	23/11/21	23/11/2021	TR	Annual review – no change
3	8/2/23	08/02/2023	TR	Annual review – no change
4	24/7/24	29/07/24	TR	Annual review – no change
5	4/7/25	07/07/25	TR	Annual review – petty cash claim form to be used

Introduction

It is important for the diversity of the OCT Board and Local Governing Bodies good governance, that a wide range of people are encouraged to become Governors and Trustees. School governance in England is rooted firmly in the principle of voluntary service with the commitment of maintaining and promoting this principle for academies and multi academy trusts. This is in line with charity law and corporate governance practice in other parts of the public sector.

The need for a procedure

This procedure has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Trusts and Governing Bodies the discretion to reimburse expenses from the OCT Academy Trust's annual budget allocation to governors for certain out of pocket expenses which the Trustees and Governors incur in carrying out their duties. OCT Academy Trust believes that reimbursing Governors' and Trustees expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Governors and Trustees for all members of the community and so is an appropriate use of academy funds. The specific items allowable reflect this objective.

Trustees and Governors will be able to claim reimbursement of expenses providing the expenses are incurred in carrying out their duties, as a Trustee, Governor or representative of OCT Multi Academy Trust.

Good practice

It is good practice for a Trustee or Governor to agree the anticipated cost of any expenditure which is to be reclaimed with the CFO before incurring such expenses. However any expenditure which in total exceeds £25.00 **MUST** always be pre-approved by CFO prior to being incurred. It is appreciated that in exceptional occasions this may not be possible and that cost may be incurred before prior approval is obtained.

- The following process and principles will apply to the approval of expenses:
- The actual cost must be notified to the CFO within a week of incurrence, and
- A claim for reimbursement must be submitted to the CFO on an OCT Petty Cash Form within four weeks of the expense being incurred.
- A receipt is required in order to obtain a refund.

In cases where the above principles have not been followed, the claim will be forwarded to the OCT Business and Audit Committee for review. If the Committee decides not to approve an expense 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 Chair of the Board of Trustees, whose decision is final.

In the case of a Chair reclaiming expenses, the authorisation process would be via the Audit Committee.

Allowable expenses

Trustees / Governors will be able to claim for the following, on a case-by-case basis:

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner or children);

- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner or children);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The reasonable cost of travel relating only to travel to meetings/training courses at fixed rates which do not exceed those rates as determined by the HMRC and which do not exceed the specified rates for OCT personnel;
- Mileage will be calculated according the shortest route to and from the required destination;
- Reasonable travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Reasonable telephone charges, photocopying, stationery, postage etc;
- Any other justifiable expenses which have been incurred.
- The Governors and Trustees of OCT Academies acknowledge that they are providing a voluntary service and that:
- Governors/trustees will not be paid an attendance allowance and Governors/trustees will not be reimbursed for loss of earnings.

Claims process

All claims for reimbursement must be made on the form appended to this procedure and accompanied by proof of expense, typically a third party receipt. In the rare instance that a receipt is unavailable, the claimant must put in writing the reason for the lack of evidence, which will be considered by the approving body.

Claims will be subject to independent audit and may be investigated by the OCT Business and Audit Committee if they appear excessive or inconsistent. Annually a schedule of all expenses reimbursed to either Trustees or Governors will be submitted to the Business and Audit Committee for review.



Trustee and Governor Expense Claim Form

PART A - TO BE COMPLETED BY TRUSTEE / GOVERNOR

NAME:

EMAIL ADDRESS:

ITEM DESCRIPTION:

AMOUNT CLAIMED:

RECEIPT DETAILS

COMPANY NAME:

RECEIPT VAT REG NO:

DATE OF PURCHASE:

BANK ACCOUNT DETAILS

DETAILS ALREADY SUPPLIED: Y/N BANK ACCOUNT NUMBER:

BANK SORT CODE:

BANK ACCOUNT NAME:

CLAIMANT SIGNATURE: _____

DATE: _____

AUTHORISED: _____

DATE: _____

PART B - FOR CENTRAL FUNCTION USE ONLY

VOUCHER NO (TG<DDMMYY-DATE CLAIMANT HAS SIGNED>-<NN>; INVOICE NUMBER ON ACCESS): **TG**

CLAIMANT ENTERED AS SUPPLIER (SUPPLIER TYPE -STAFF, VAT NUMBER: 000-0000-000): ____

RECEIPT ATTACHED: ____

COST CENTRE:

LEDGER CODE:

NET AMOUNT:

VAT AMOUNT (IF APPLICABLE):

NOTE : NOI ON ACCESS; USE DATE CLAIMANT HAS SIGNED FOR INVOICE DATE; VAT REG NUMBER, COMPANY NAME & ITEM DESCRIPTION ENTERED IN BOTH BRIEF DESCRIPTION OF SUPPLY AND DESCRIPTION BOX; BACS DESCRIPTION MUST BE 'TRUSTEE / GOVERNOR EXPENSE <DATE RANGE OF CLAIMS>'

ENTERED: _____

DATE: _____