



Orchard Community Trust

Trustee, MAT Staff and Governor Expenses Policy

Approved by: OCT Board of Trustees **Date:** 19th September 2019

Last reviewed on: 19th September 2019

Next review due by: 19th September 2022

Draft Version 1.0

Trustee, MAT Staff and Governor Expenses Policy

Introduction

The Orchard Community Trust (MAT) is entirely dependent on the commitment of its Trustees and Governors and the time they devote to making it a success. The MAT requires that all Trustees and Governors be fully reimbursed for all direct expenses incurred while performing their duties.

Scope

This policy applies to all Trustees and Governors and staff of the Orchard Community Trust. Policies relating to Academy Schools' staff expenses are covered by the general Staff Expenses Policy.

Policy

Trustees and Governors are not remunerated for time spent on MAT business. They are, however, entitled to be reimbursed for all expenses associated with the exercise of their responsibilities. The MAT funding stream and budgets provide for such costs and it is expected that Trustees and Governors will reclaim their expenses in accordance with this policy.

For transport claims, travel between home and a permanent workplace is "ordinary commuting" and the expenses of such journeys do not qualify. For MAT staff, journey to work is considered the first journey to a setting within the catchment area of the MAT academies. The last journey home from within the catchment area would be considered the commute. Subsequent journeys between academies on the same day can be claimed as expenses at the rate below:

Expenses will be paid at the following rates:

Car mileage at 40p rate per mile.

Other transport at cost.

Meals and hospitality at cost up to a maximum of £20 per head.

Childcare when attending meetings on behalf of the MAT at cost.

Cost of equipment or services to enable them to perform their role (subject to the approval of the Chair of the MAT).

Telephone, copying, stationery and other incidentals at cost.

Entertainment expenses are not permitted, with the exception of invitations to Sponsor events where the Trustee or governor is not incurring any direct expense personally.

Claims should be made within three months of incurring the expense and the details together with receipts and supporting information recorded on a MAT expense claim form. Expense claim forms should be sent in on a monthly basis.

Governors must have their expenses approved by the Chair of the LGB or Executive Principal. MAT Trustees may approve their own expense claims up to a value of £300 per quarter. The Chair of the MAT must approve all claims above that level. The Vice – Chair must approve the MAT Chair's expense claims. Examples of expenses claimed by Governors and Trustees are:

Training courses and travel to

Stationery

All of the MAT Chair's claims and a sample of each Trustee and governor's expense claims must be reviewed by the auditors each year.

Review

The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.

The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the SEL that the current version of this policy is still fit for purpose.

The SEL must submit a list of all confirmed policies to the board at the first meeting of each new academic year.

The MAT board must formally review and re-approve this policy every five years.