



Woodcot
Primary School

TOGETHER WE LEARN AND GROW



UPAT
University of Portsmouth
Academy Trust

Trustee and Governor Expenses Policy

Person Responsible:	Chief Finance Officer
Review Date	August 2025
Statutory / Non Statutory	Statutory



Being

Everyone in our community has the capability and competence to develop and flourish. We create engaging opportunities for each individual to learn, make sense of the world, and realise their unique potential.

Belonging

Each school in the Trust is a place of belonging, where everyone feels valued, accepted, included and supported. Our schools are safe, respectful learning communities, where diversity is welcome and celebrated.

Becoming

We are ambitious for everyone in our community. We use responsive and innovative approaches to learning and development, to build confidence, and nurture the essential qualities of creativity, independence and resilience.



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Purpose of this Policy

UPAT is dedicated to good practice and ensuring equality through processes. The governance of schools in England is deeply rooted in the principle of voluntary service, but academies have the opportunity to decide whether they wish to pay expenses to Trustees and Governors. UPAT believes that no Trustee or Governor should be out of pocket in respect to carrying out their duties on behalf of the Trust and, therefore, that the payments of expenses for Trustees and Governors is important in ensuring equality for all members of the Trust community.

The Trust encourages all Trustees and Governors to submit claims for reasonable expenses incurred whilst carrying out their duties.

Legal framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- the Charities Act 2011
- the Trustee Act 2000

This policy has due regard to guidance including, but not limited to, the following:

- the Charity Commission guidance 'Trustee expenses and payments'
- the DfE (2020) 'Governance Handbook'

What are expenses?

For the purpose of this policy, "expenses" are refunds reasonably paid to Trustees and Governors to cover the legitimate costs incurred whilst fulfilling their governance duties for the Trust. Allowances of properly incurred expenses are not a payment to Trustees and Governors for their services, nor do they count towards any kind of personal benefit.

The Scheme of Delegation provides a clear framework for governance functions.

What can Trustees and Governors claim expenses for?

1. Travel

- Claims for expenses may be made for travel between the Trustee's or Governor's household and an academy or the Trust's central administration office in their personal car.
- The nature of the travel must be related to the work of the Trust Board or Local Governing Board, e.g. Trustee meetings, training courses.



- Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.
- The costs of parking for business away from the Trust, where necessary, will be returned upon production of a valid receipt.

2. Hospitality

Trustees and Governors will be able to claim for the following only in exceptional circumstances and subject to the prior approval of the Chair of the Trust Board or the Local Governing Board Chair of Governors:

- Overnight accommodation and subsistence costs.

3. Childcare

Trustees and Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of the Trust Board or the Local Governing Board Chair of Governors:

- Childcare or baby-sitting allowances (excluding payments to a current or former spouse or partner).
- Cost of care arrangements for an elderly or dependant relative (excluding payments to a current or former spouse or partner).

4. Specific needs

Trustees and Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of the Trust Board or the Local Governing Board Chair of Governors:

- Trustees and Governors may claim allowances for expenses relating to specific needs incurred when carrying out approved duties.
- The circumstances in which Trustees and Governors can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription, special transport for individuals with disabilities, etc.

5. Telephone charges, broadband, photocopying, stationery, etc

- Claims for reimbursements can be made where a Trustee or Governor is unable to use an academy's or the Trust's central administration office facilities for any of the above.
- Allowances will be returned upon production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.

Payments which do not count as expenses

Trustees and Governors are not able to receive allowances for the following:

- Payments for hotel accommodation or travel costs for spouses or partners who are not participating in the business of the Trust.
- Payments for private telephone bills for business unrelated to the Trust.
- Payments for private medical insurance.
- Petrol mileage rates above the mileage rates published by HMRC.
- Parking fines.

NB. This list is not exhaustive, and the Trust Board or Local Governing Board may decide to reject other requests for expenses which are excessive, false or unreasonable.



Any Trustee or Governor who attempts to claim expenses which are excessive or false, as outlined above, may be liable to removal from the Trust Board or the Local Governing Board and, if the expense has already been reimbursed, may be liable to repay the Trust for the amount paid.

The Trust acknowledges that:

- Trustees and Governors may not be paid an attendance allowance.
- Trustees and Governors may not be reimbursed for loss of earnings.

How are expenses claimed?

- Trustees and Governors should claim expenses on a monthly basis, unless the amount to be claimed is substantial and/or urgent.
- Claims should be made by submitting an invoice to the CFO.
- The CFO will authorise the invoice and pass to the Finance team for payment.
- Payment terms are the later of 30 days from the date the invoice is received or 30 days from the invoice date.
- The invoice template to be used by the Trustee or Governor can be found in Appendix 1.
- To comply with audit requirements, invoices must be typed, not handwritten.
- All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the CFO may ask for further details.
- The Trust Board will account for all expenses in the Trust's accounts; this includes:
 - Details of the payments and other benefits to Trustees and Governors and connected persons.
 - Details of the legal authority upon which the payment has been made and the reasoning for it.



Appendix 1 Trustee/Governor Expenses Claim

Please refer to the Trustee and Governor Expenses Policy before submitting a claim

Trust Board/ Local Governing Board		Date	
From (Name and Trust/school address)		To	UPAT CFO C/o Woodcot Primary School Tukes Avenue Gosport PO13 0SG

DESCRIPTION	AMOUNT	
	TOTAL	£

Please make payment to: (account name)	
Sort Code	
Account Number	
Authorised by (Name of Chair/school)	<i>The Chair of the Trust Board or the Local Governing Board Chair of Governors</i> Chair: Trust/School:
Signed	
Date	

Please email or post to the CFO as per above

**Payment will be made 30 days from the date the invoice is received or 30 days from the invoice date,
whichever is the later**