



The Crypt School Governor/Trustee Expenses Policy

Introduction

1. Article 6.5 of The Crypt School Academy Trust Articles of Association provides that a Governor may at the discretion of the Governors be reimbursed for reasonable expenses properly incurred when acting on behalf on the Academy Trust (excluding expenses in connection with foreign travel).
2. The Crypt School Academy Trust will pay allowances out of the Trust budget for reasonable expenses incurred in pursuit of approved governor activity that has previously been agreed by the Full Board.
3. The specific information about who has claimed and the reason will remain confidential. However, the Trust Board and its committees may receive a total of the amounts claimed in each category for monitoring purposes.

Approved duties

4. The following activities have been designated by the Trust Board as “approved duties” for the purpose of claiming expenses under this policy:
 - a. Properly convened meetings of the Trust Board and its Committees
 - b. Other duties designated by the Trust Board or the Chair e.g. acting as a member of a panel convened for recruitment, disciplinary, pay, complaint, suspension/exclusion or other approved reason
 - c. Attendance at a meeting, conference or training course approved by the Trust Board.
5. Article 6.7 (b) provides that a Governor may not be employed by, or enter into a contract for the supply of services to, the Academy Trust for acting as a Governor.

What will be paid

6. Governors will be able to claim reasonable costs for the following, on a case-by-case basis and with the prior approval of the Chair of Governors:
 - a. care arrangements for a dependent relative (including childcare, baby-sitting or care of an elderly dependent, but excluding payments to a current/former spouse or partner)
 - b. photocopying and stationery (up to £10 per annum). If printed documents are required, these should be requested from the school in the first instance;

- c. travel and subsistence. Consideration should be given to the mode of transport to ensure that the most cost-effective means of travel is used. Travel expenses shall be paid at actual costs and the mileage rate that applies to employees of the Trust;
 - d. additional expenses incurred by governors with a special need;
 - e. additional expenses incurred by governors whose first language is not English;
 - f. other justifiable expenses approved in advance by Trust Board.
- 7. Expenses other than travel will be paid at actual cost on provision of a receipt and will be limited to the amount shown on the receipt. Receipts, including petrol receipts, must show VAT where payable.
 - 8. Under no circumstances will the Trust reimburse car parking fines, speeding tickets, damage to a vehicle whilst on official duties or the costs associated with any offences under the Road Traffic Acts.
 - 9. The Trust will not reimburse the cost of alcoholic drinks purchased in the context of governor business.
 - 10. The Trust will not reimburse Governors for loss of earnings.

Claiming expenses

- 11. Governors must submit claims termly (six terms a year) in arrears, prior to the end of the financial year in question. Claims should be made on the agreed expenses claim form (available from the Clerk), supported by independent receipts, and submitted to the Finance Director, who will check claims and submit them to the Chair of Governors for approval.
- 12. Claims will be subject to independent audit and may be investigated by the Chair (or Vice Chair in respect of the Chair) if they appear excessive or inconsistent.

Responsibility for implementing the policy

- 13. The Trust Board has overall responsibility for the effective operation of this scheme and for ensuring compliance with the relevant statutory framework. This scheme is reviewed annually by the Trust Board.

Approved by the Full Board of Trustees: May 2026

Review cycle: Two years

Date of next review: May 2028