TRUSTEE/GOVERNOR REASONABLE EXPENSES POLICY

AREA:	GOVERNANCE
AUDIENCE:	ALL STAKEHOLDERS
REVIEW FREQUENCY:	ANNUALLY
DATE 1st ISSUED:	5.12.2018
LAST REVIEW DATE:	OCTOBER 2026
NEXT REVIEW DATE:	OCTOBER 2027
OWNED & REVIEWED BY:	TRUST GOVERNANCE LEAD
APPROVED BY / SIGNED BY:	STANDARDS COMMITTEE / CHAIR OF BE BOARD OF TRUSTEES
LAST APPROVAL DATE:	21.10.2026

Brunel Education (BE) (the proprietor) is a charitable company limited by guarantee with registration number 11991915, registered with the Charities Commission of England Wales (Charity Number 1214820) and with registered offices at Unit B4C Orbital Retail Park, Thamesdown Drive, Swindon, SN25 4AN. Brunel Academies Trust (BAT) is a company limited by guarantee with registration number 10074054 and registered offices also at Unit B4C Orbital Retail Park, Thamesdown Drive, Swindon, SN25 4AN; BAT is the parent company and Sole Member of Brunel Education, the subsidiary company.

Tier 1 policies are centrally held policies relating to Education, Governance, People Services, Finance, ICT and Operations and are the direct responsibility of BE. Tier 1 policies are created by the BE Central Services Team but adopted and reviewed by the BE Board.

We are committed to a sustainable future and to improving the social, economic, and environmental well-being of the community. We are dedicated to environmental improvements that foster a sustainable future and lead to social and economical improvements in the communities we operate within.

Amendments to policy		
Date	**Section**	**Amendment**
04.08.2025	All	Minor language changes made throughout
18.09.2026	All	Minor language changes made throughout

1. Introduction

1.1 BE follows the guidance set out in the Academy Trust Handbook 2025 (Section 5.37) and which says that the trusts should be aware of the Charity Commission's guidance for trustees Trustee expenses and payments (CC11) - GOV.UK (www.gov.uk).

1.2 This policy complies with Brunel Education's (BE) (BE's) funding agreements and articles of association.

1.3 The BE Board believes that paying Trustees and Governors' allowances, in specific categories as set out in this document, is important in ensuring equality of opportunity to serve as Trustees and Governors for all members of the community and so is an appropriate use of Education Provision funds. The specific items allowable reflect this objective.

2. Allowance Entitlement

2.1 All Trustees and Governors of LGCs will be entitled to claim the actual costs, which they incur as follows:

a. Trustees/Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Trustee/Governor or representative of BE

b. and are agreed by the Board/LGC that they are justified before any reimbursable costs are incurred

c. Trustees/Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the BE Board/LGC:

- childcare or baby-sitting allowances (excluding payments to a current former spouse or partner);
- cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- the extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- the cost of travel relating only to travel to meetings/training courses at the rate per mile in force at the time of the claim which does not exceed the specified rates for BE personnel;
- travel and subsistence costs, payable at the current rates specified by the Secretary of State, associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority (LA) or any other source;
- telephone charges, photocopying, stationery, postage etc;
- any other justifiable allowances.

2.2 The Board/LGC acknowledges that:

a. Trustees/Governors may not be paid attendance allowance
b. Trustees/Governors may not be reimbursed for loss of earnings

2.3 Trustees/Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (See Appendix 1), attaching receipts where possible, and return it to the Education Provision or Central Services Team within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the BE Board Chairman/Chair of Governors.

2.4 Claims will be subject to independent audit and may be investigated by the BE Audit and Risk Committee if they appear excessive or inconsistent.

3. Equality

3.1 This policy has been Diversity Impact Assessed (DIA) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

This policy has been approved by the BE Standards Committee and adopted by the BE Board of Trustees. The policy will be reviewed every 1 year or earlier if change to legislation.

Signed:  CEO

Signed:  Chair of BE Board of Trustees

Date: 21.10.2026

Appendix 1 – Draft Model Claims Form

Name:	**Education Provision:**
Address	**Date:**
Post Code	**Claim Period:**

I claim the total sum of £……. for Trustee/Governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed……

	£	P
Childcare/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for Trustees/Governors with special needs		
Support for Trustees/Governors whose first language is not Englis		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

Appendix 2 – The School Governance (Roles, Procedures and Allowances) (England)

1.1. Key Points:

a. Boards/LGCs can continue to choose whether or not to pay allowances to Trustees/Governors. The Department thinks that it is good practice to pay such allowances, as Trustees/Governors should not be out of pocket for the valuable work they do. Trustees/Governors should be able to claim legitimate allowances where Boards/LGCs have set up schemes to make such payments.

b. Payments can be made for any expenditure necessarily incurred by individual Trustees/Governors to enable them to carry out Trustee/Governor duties.

c. Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the BE Board and be limited to the amount shown on the receipt.

d. Trustees/Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.

e. Allowances can be paid to Trustees/Governors serving on temporary Governing Committees/Boards, and to associate members.

f. Governor allowances will continue to be paid from the Education Provision's delegated budget.