



**GOVERNOR & TRUSTEE EXPENSES  
POLICY & PROCEDURE**

FPTA Academies

APPROVED JULY 2019

REVIEW DATE JULY 2020

# FORT PITT THOMAS AVELING ACADEMIES TRUST

## GOVERNOR AND TRUSTEE EXPENSES POLICY AND PROCEDURE

The Trust's aims are to ensure that all children within our schools gain a first rate education, develop the skills necessary for the next stage in their lives and are equipped with the personal values and attributes that will make them successful in a fast changing world.

**The Fort Pitt Thomas Aveling Academies Trust (the Trust) relies on its Trustees and Members of its Local Governing Bodies for the leadership and management of its schools. The Trust supports these people by arranging for appropriate training to be available, paid for by the Trust.**

**The Trust does not wish Governors to be out of pocket for the valuable work that they do and has therefore set out the claim procedure below.**

**Diversity (equality) impact assessment.** All Governors, Trustees and Members are allowed to claim expenses; no discrimination for financially challenged persons.

**Monitoring arrangements.** Normal financial monitoring arrangements

### **Risk Assessment**

Area	Risk	Managed by Procedure
Child protection		
Financial	Governors claiming excessive expenses	Claim procedure
Achievement and Attainment		
Business continuity		
Other		

Date of Trustee approval: July 2019

Review arrangements including date of review: July 2020

**Procedure – All who are volunteers cannot and will not be remunerated for time, or recompensed for loss of earnings by the Trust. However in order to make governance accessible to all whatever their financial situation it will make arrangements for Governors, Trustees and Members to be able (if they wish) to claim reasonable legitimate expenses from the Trust. Such expenses should have been incurred in carrying out the duties of governance, including attending training and visiting the school.**

Acceptance of gifts, hospitality, awards, prizes and benefits (see also Financial Management and HR).

Claim process - As for staff.

Claims may be made for

- Travel (details – mileage or taxi or trains??)
- Child or dependent adult care