

Inspire Partnership Academy Trust

Trustee / Local Community Council members Expenses Policy

Approval Date:	25th June 2025
Approved by:	Resources Committee
Policy Owner:	Finance Team
Review date:	June 2027

Contents

Contents	2
1. Introduction	3
2. Scope	3
3. Allowable expenses	3
3.1 Travel to meetings / training courses	4
3.2 Subsistence	4
3.3 Childcare or care for a dependent (actual cost incurred)	4
3.4 Support for local community council members / trustees with special needs (actual cost incurred)	4
3.5 Telephone calls, copying, stationery etc. (actual cost incurred)	5
4. Reimbursement arrangements	5

1. Introduction

- 1.1. The Inspire Partnership Academy Trust is committed to ensuring that public funding and other resources entrusted to the school are used properly and efficiently, and that best value is achieved at all times. Trustees recognise that the payment of expenses from public funds is a sensitive matter which must be handled appropriately, and every effort is made to keep expenses to a minimum.
- 1.2. This policy has been written and approved in line with Article 6.5 of the Trust's Articles of Association which state that 'A Trustee (or Local Community Council (LCC) member) may, at the discretion of Trustees, be reimbursed from the property of the academy Trust for reasonable expenses properly incurred by him or her when acting on behalf of the Academy Trust but excluding expenses in connection with foreign travel.'

2. Scope

- 2.1. The Inspire Partnership Academy trust believes that paying allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as trustees or LCC members for all members of the community and so is an appropriate use of school / Trust funds. The specific items allowable reflect this objective.
- 2.2. Payments can only be paid for expenditure wholly and necessarily incurred to enable the person to perform any duty as a LCC member. This does not include payments for attendance allowance or to cover loss of earnings for attending meetings.
- 2.3. Governance training will be paid for directly by the Trust. Trustees or LCC members wishing to access charged training events other than those provided by the Trust or its nominated suppliers should gain agreement from the chair prior to commitment. LCC chairs should gain agreement from the chair of the Trust.

3. Allowable expenses

All trustees and LCC members are entitled (but are not required) to claim the actual costs which they incur as follows:

3.1 Travel to meetings / training courses

3.1.1 Car / motorcycle / bicycle mileage allowance (at HM Revenue & Customs authorised mileage rate)

3.1.2 Parking costs (actual cost incurred)

3.1.3 Public transport costs (actual cost incurred)

3.2 Subsistence

In circumstances where a trustee or LCC member is representing the trust or a school away from those premises, subsistence expenses may be claimed on an actual cost basis (i.e. only the actual cost can be claimed if this is less than the allowable amount) within the following limits:

3.2.1 More than 8 hours and no official food provided - lunch £6.50

3.2.2 More than 12 hours and no official food provided - dinner £12.00

3.2.3 Breakfast where the start of the official journey is before 6am - £5.00

3.2.4 There will be no reimbursement for the purchase of alcohol as part of subsistence. The purchase of any alcohol will be at the individual's expense.

3.3 Childcare or care for a dependent (actual cost incurred)

Where a LCC member or trustee does not have an available spouse, partner or other responsible adult to care for a child or dependent when that LCC member/trustee attends meetings of the LCC, its committees or in otherwise representing the school or LCC, claims will be limited to reimbursing the actual cost paid to a registered childminder or the cost of the sum paid to a carer.

3.4 Support for LCC members / trustees with special needs (actual cost incurred)

Where the school or the LCC does not provide facilities or equipment to enable an LCC member, for example, to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a

signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

3.5 Telephone calls, copying, stationery etc. (actual cost incurred)

Photocopying / printing and postage should, wherever possible, be completed via the school. Only in exceptional circumstances will expenditure be reimbursed where these functions have been paid for independently and authorised in advance.

4. Reimbursement arrangements

- 4.1. All expense claims must be submitted using the official expense claim form. A copy of the mileage and expense claim form can be requested from finance@inspirepartnership.co.uk by email.
- 4.2. All expenses claimed must be supported by receipts or a log of mileage that includes postcodes for the start and end points of each journey. Fuel receipts and charge receipts for electric cars must support mileage claims.
- 4.3. Trustees wishing to make a claim should submit their claim form for approval to the Chair of the Finance & Resources Committee or Chair of Trustees. Should the Chair of Trustees wish to submit a claim form, these expenses will be approved by the Chair of the Audit and Risks Committee.
- 4.4. LCC members wishing to make a claim should submit their claim form for approval to a Trust Executive Leader or the CEO.
- 4.5. Claims should be made in a timely manner to ensure that reimbursements are promptly paid. Once the expense claim has been completed and appropriately signed, it must be sent to finance@inspirepartnership.co.uk for processing.
- 4.6. Reimbursement of authorised expense claims will be made directly into the LCC members bank account through BACS payment within two weeks of receipt and checking of the claim by the Central Finance Office.
- 4.7. Claims will be subject to independent audit and may be investigated by the chair of the LCC / chair of the trust or their representative, (or the chair of audit and risk in respect of the chair of trustees) if they appear excessive or inconsistent.