



POLICY No 7	PAYMENT OF EXPENSES/ALLOWANCES TO TRUSTEES AND GOVERNORS
STATUS/DATE OF THIS VERSION	Reviewed by Finance & Audit Committee 2 nd October 2025
APPROVED BY	
RATIFIED BY	
REVIEW	September 2026

UET has the discretion to pay allowances to Trustees and Governors for certain expenses which they incur in carrying out their duties. The Board of Trustees believes paying such allowances, in specific categories as set out below, 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 Trust/school funds. Trustees and Governors may not claim for attendance at meetings or for actual or potential loss of earnings.

Eligible Expenses

1. **Childcare or baby-sitting allowances** (excluding payments to a current/former spouse or partner or relative).
2. **Cost of care arrangements for an elderly or dependent relative** (excluding payments to a current/former spouse or partner or relative).
3. The extra costs Trustees/Governors incur in performing their duties either because they have **special needs or because English is not their first language**.
4. **The cost of travel** to governor training sessions and other approved meetings held at venues other than the Trust offices (for Trustees) or School (for Governors). (Travel to venues outside Norfolk must be approved in advance by the Chair of Trustees (for UET Trustees) or the Chair of the Local Governing Body (for local governors) or the Chair of the Finance and Audit Committee.

Allowance rates

1. **Care arrangements:** actual costs incurred but not exceeding the National Minimum Wage hourly rate.
2. **Special needs:** actual costs incurred.
3. **Travel:** for public transport, actual costs incurred; for mileage, current LA casual user rate.

Criteria for claims

1. This scheme (and revisions to it) will come into effect immediately after approval by the Board of Trustees.
2. All claims must be submitted on the official claim form, available from the school offices, within one month of the expenditure being incurred. Claims must be authorised by the Chief Financial Officer and Chair of Trustees.
3. Receipts must be submitted to support claims for reimbursement e.g., bus ticket.

4. The normal systems for authorising and processing payments will apply to claims made under this scheme.

Monitoring and review

1. The UET Finance Committees of UET and local governing bodies will monitor expenditure at least once a year.
2. The Scheme will be reviewed by the Board of Trustees and by local governing bodies which may request the Trust Board to approve variations to apply to their governing body. All members of the Trust Board and local governing bodies may vote on the nature and rates of allowances, irrespective of direct or indirect financial interest.