



The Cornovii Trust

Trustees Expenses Policy

Effective from 9th July 2025

**The Trustees of The Cornovii Trust (TCT) adopted this policy on:
9th July 2025**

Shared with TCT Local Governing Boards

Chair of TCT Trustees: Janet Furber

This policy should be read alongside:

- The Anti-fraud and corruption policy (gifts and hospitality)

Trustees Expenses Policy

1. Introduction

There are limited, specific, circumstances in which individuals serving the governance structure of The Cornovii Trust (TCT) can receive payments from the Trust. However, this should only take place where it is clearly in the best interests of the Trust. Where this policy refers to Trustees the same guidance can be used for Members; Local Governing Bodies in the Trust's schools are free to determine their own policy on the payment of expenses to their Governing Body.

2. Principles, Aims and Objectives

The Cornovii Trust's Board of Trustees believe that paying expenses to Trustees, in specific categories as set out below, is important in ensuring equality of opportunity for all members of the community and so is an appropriate use of Academy funds. The specific items allowable reflect this objective.

3. Policy

Any Trustee of The Cornovii Trust will be entitled to claim the actual costs, which they incur as follows:

- a) Trustees will be able to claim for the following, on a case-by-case basis and with the prior approval of the TCT Finance and Audit Committee (or Chair of the Finance and Audit Committee if applicable):
 - The reasonable cost of travelling to and from trustee meetings, and on trustee business and events; this can include the cost of using public transport, taxi fares and fuel allowance to the level permitted by HM Revenue & Customs (HMRC) before tax becomes payable (currently 45p per mile for a car)
 - Reasonable refunds for the cost of meals taken while on Trust business
 - The reasonable cost of childcare, or care of other dependents (for example, an elderly parent) whilst attending trustee meetings (excluding payment to a current/former spouse or partner)
 - The extra costs incurred in performing their duties either because they have special needs or because English is not their first language
 - Any other justifiable expenses incurred in relation to Trustee duties.
- b) The Trustees acknowledge that:
 - they will not be paid attendance allowance
 - they will not be reimbursed for loss of earnings.
 - they will not be reimbursed for expenditure on alcohol.
 - they will not be reimbursed for any penalties or fines incurred as part of this role.

4. Procedure

Trustees wishing to make claims under these arrangements must seek approval prior to incurring the expense from the Chief Financial Officer (CFO); such requests will subsequently be reported to the TCT Finance and Audit Committee. Once approval is given and the expenses incurred, trustees should complete a claims form, attaching VAT receipts, and return it to the CFO for final approval within one month of the date when the allowances were incurred.

All expense claims will be reported to the TCT Finance and Audit Committee.

5. Roles and Responsibilities

Should any claims appear excessive or inconsistent, this will be reported by the CFO to the Chair of the Board of Trustees (or Chair of TCT Finance and Audit Committee in respect of the Chair of Trustees) for investigation and may be subject to independent audit.

This policy will be reviewed in light of operating experience and/or changes in legislation or within three years (July 2028) whichever is soonest.

TRUSTEES EXPENSES CLAIM FORM

| | |
|-----------|---------------------------|
| Name: | The Cornovii Trust |
| Address: | Date: |
| Postcode: | Claim Period: |

I claim the total sum of £..... for Trustee expenses as detailed below.
 Prior approval for this claim was granted on
 I have attached relevant VAT receipts to support this claim.

Signed

| | £ | p |
|--|---|---|
| Travel expenses - miles atp per mile | | |
| Subsistence expenses | | |
| Cost of childcare or care for dependents | | |
| Support for trustees with special needs or whose first language is not English | | |
| Other (please specify) | | |
| Total Expenses Claimed | | |

Please give details eg. travel expenses for Trustees Meeting – (Please insert event and date below):

| | |
|--------------|--|
| Event | |
| Date | |

Authorised by Chair of TCT Finance and Audit Committee

Authorised by Chief Financial Officer

This form should be submitted to the Clerk to Trustees within one month of incurring the expense.