



# Governor Allowances Policy

<b>Committee</b>	Finance Audit and Risk Committee
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<b>Signature</b>	K Foulkes
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## Review Procedures

This Policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the Policy as a result of a review will be presented to the Board of Trustees for acceptance.

Document / revision no.	Date	Status / Amendment	Approved by
1.0	05/12/2022	New Trust version	R Hover
2.0	27/02/2024	No changes – approval by FAR	K Foulkes

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## 1. Aims

The Trust Board has decided to pay reasonable allowances from the appropriate budget to cover any costs that board members or local governors incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

## 2. Legislation and guidance

The Governance Handbook (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

## 3. Overview

Members of the trust board or local governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the trust board or local governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the Chief Finance Officer.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the trust board or local governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Trust Board/the local governing board **before** they are incurred.

The chair of trustees/governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

#### **4. Monitoring arrangements**

This policy will be reviewed every 2 years by Trust Board. Any amendments will be presented at a meeting of the Trust board.

## Appendix 1: Trustee/Governor claim form



### Trustee/Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

## Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p