



## **Governor Allowances (Expenses) Policy**

<b>Date Agreed:</b>	<b>March 2024</b>
<b>Review Date:</b>	<b>March 2027</b>

# Governor Allowances (Expenses) Policy

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## 1. Aims

Trustees and Governors should not suffer financially. They should be able to receive reasonable out-of-pocket expenses if they wish to do so. If the expenses cannot be refunded, some people who wish to be appointed, elected or co-opted as governors will be prevented from doing so. In turn, the Trust /schools will be deprived of the opportunity to benefit from the skills and abilities of all sections of the community, not just those who can afford not to claim their expenses. A Governing Body that does not refund expenses, if asked, cannot claim to be promoting equality of opportunity.

The HET has decided to pay reasonable allowances from the trust / school's delegated budget to cover any costs that trustees / LGB members 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 Trustee / LGB member on the grounds of cost.

## 2. Legislation and guidance

The [Trustee expenses and payments - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/trustee-expenses-and-payments) (3.2.) states that there should be a written expenses policy, setting out what is recoverable as an expense and what is not.

This policy complies with our funding agreement and articles of association.

## 3. Scope

This policy applies to:

- Academy trust members
- All members of the board of trustees
- Members of local governing bodies

For the purposes of this policy we refer to all of the above as “governors”, except where we make reference to some specific roles.

## 3. Expenses which can be refunded

Governors 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.

Governors may claim for:

- **Travelling** – to compensate governors for expenditure incurred by them in travelling to and from training sessions and training courses for governors and other more general meetings outside the school. Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see [Appendix 2](#)).

- **Subsistence** – to compensate governors for the cost of meals if the performance of duties/attendance at training courses and other more general meetings outside the school require them to be away from their normal place of residence for a period of not less than 4 hours and/or not more than 1 day.
- **Absence overnight from the usual place of residence** – to compensate governors for the cost of meals and/or overnight accommodation if the performance of duties / attendance at training courses and other more general meetings outside the school require them to be away from their normal place of residence for a period of time of more than one day. Such duties/attendance at training courses and other more general meetings must be agreed by the Governing Body prior to the expense being incurred.
- The cost of **childcare** while undertaking formal governors' work e.g. meetings – governors who normally look after children as principal carers may claim for the cost of employing a childminder whilst they are performing their duties.
- Governors who normally **care for elderly or dependent relatives** as principal carers may claim for the cost of employing a carer whilst they are performing their duties.
- **Telephone charges, photocopying, postage, stationery, etc.** Governors who, as part of their duties, need to make phone calls should make use of the Trust / school's facilities where possible, but if they have to use their own phone or to purchase stamps to send out letters, are able to claim for the cost of the calls or the cost of the stamps. They are encouraged to collect printing paper from the college / school, to use for document printing at home. Only the amount actually spent should be claimed. It is not appropriate for the Governing Body to refund a notional amount for such costs.
- Expenses may be considered to support governors with **special needs, disabilities or whose first language is not English**. (e.g. audio equipment, translations).

#### 4. Process

Governors who wish to claim any expenses must agree these before they are incurred with the chair of governors. *(This is not to discourage claims but to enable working practices to be reviewed to minimise the impact on the Trust / school budget)*

A claim form should be completed (see [Appendix 1](#)) and submitted to the CFO/School Business Manager.

Allowances will only be paid on the provision of a receipt (or equivalent) and will be limited to the amount shown on the receipt.

Claims will be paid in arrears on a case-by-case basis.

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

**Document History:**

<b>Governor Allowances (Expenses) Policy</b>	
Policy Type:	Best Practice – Trust Policy
Policy Source:	The Key/WSCC model
Model Policy Approval:	HET Trust Board
Review period:	3 Years

<b>Date Reviewed</b>	<b>Amendments Made</b>	<b>Date Model Approved by Trust Board</b>	<b>Next Review Due</b>
Mar 2024	New Trust Policy	27/3/2024	March 2027

## Appendix 1: Governor expenses claim form



### Governor claim form

**School:**

**Governor Name:**

**Reason for Claim:**

**Date Agreed with Chair of Governors:**

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

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

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

REASON FOR PAYMENT/ITEMS PURCHASED	£
<b>Total expenses claimed</b>	

This form should be submitted to the CFO/School Business Manager along with any relevant receipts.

The form should be submitted within four weeks of the expenses being incurred.

Approved: CFO/HT/ School Business Manager	
Signature	
Date	

Donation Due	Yes / No
Cost Centre No	
Expense Code	

## 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