



## Governor and Director Expenses Policy

<b>Approved by:</b>	Finance & Resource Committee	<b>Date:</b> 12/02/2025
<b>Last reviewed:</b>	February 2025	
<b>Next review due by:</b>	February 2026	

The Board of Directors has decided to pay reasonable allowances from the central budget or a school's delegated budget to cover any costs that board members and 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 Director/Governor on the grounds of cost.

### **Overview**

Members of the Board of Directors or Local Governing Boards 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 Board of Directors or Local Governing Boards may claim allowances by completing a claim form (see appendix 1) and submitting it to the Clerk to the LGB or Governance Lead. The Clerk or Governance Lead will pass the information to the CFOO.

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

Directors and governors 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 Chair, Head/CEO and the Director/Governor before they are incurred.

The Chair (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).

### **Monitoring arrangements**

This policy will be reviewed annually by the Board of Directors or nominated committee.

**[School name]**

**Director/governor claim form**

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for governor 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>	

This form should be submitted to the Clerk to the LGB or Governance Lead along with any relevant receipts. The Clerk or Governance Lead will pass the information to the CFO.

The form should be submitted within 2 weeks of the expenses being incurred.

**Appendix 2:** approved mileage rates

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

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