

Governors' and Directors' Expenses Policy

Frequency of Review	Every 1 year
Author	Chief Operating Officer
Approved by	Board of Directors
Reviewed	Aug 2023
Date of Next Review	Aug 2024 (unless there is a material change)

Contents

Aims	1
Legislation and guidance	1
Overview	1
Monitoring arrangements	2
Appendix 1 Governor/Director claim form	3

Aims

The governing board has decided to pay reasonable expenses from the school's delegated budget to cover any costs that board members or directors incur through carrying out their duties.

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

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

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 expenses, in line with their articles.

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

Overview

Members of the governing board or directors 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 governing board and directors may claim allowances by completing a claim form (see appendix 1) and submitting it to the Chief Operating Officer, Propeller Academy Trust, c/o Fitzwaryn School, Denchworth Road, Wantage, Oxfordshire, OX12 9ET.

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 governing board or directors 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 must be agreed in principle by the Chief Operating Officer **before** they are incurred.

Where reimbursable costs have been agreed in principle, governors and directors should submit their claim/s on a monthly basis unless the amount to be claimed is substantial and/or urgent.

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.

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

Monitoring arrangements

This policy will be reviewed annually by the Chief Operating Officer. Any amendments will be presented at a meeting of the full governing board.

Appendix 1 Governor/Director claim form



Governor/Director Allowance
Claim Form

School name/PAT

Name:

Address:

Claim period:

I claim the total sum of £_____ for governor/director (*please delete) 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)	
Total expenses claimed	

This form should be submitted to the Chief Operating Officer, Propeller Academy Trust, c/o Fitzwaryn School, Denchworth Road, Wantage, Oxfordshire, OX12 9ET, along with any relevant receipts.