

Governors' and Directors' Expenses Policy

Frequency of Review	Annual
Author	Chief Operating Officer (KFSL Model)
Approved by	FARC (25 th October 2024)
Reviewed	Aug 2024
Date of Next Review	Aug 2025 (unless there is a material change)

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Aims

The Trust will pay reasonable expenses from approved budgets to cover any costs that governors 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 [academy trust governance guide](#) says that boards in academies are free to determine their own policy on the payment of allowances and 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.

The chair of governors or of the Trust Board (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. (see appendix 2)

Monitoring arrangements

This policy will be reviewed annually by the Chief Operating Officer. Any amendments will be presented at a meeting of the Finance, Audit and Risk Committee.



Governor/Director Allowance
Claim Form

School or Trust

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.

The form should be submitted within 4 weeks of the expenditure being incurred.

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