



Governor Expenses Policy

Policy Code:	Gov1
Policy Start Date:	March 2021
Policy Review Date:	March 2022

1. Introduction

- 1.1 Community Inclusive Trust has decided to pay reasonable allowances from the school's delegated budget to cover costs that Governors may incur through carrying out their duties.
- 1.2 This policy sets out the terms on which such allowances will be paid.
- 1.3 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

- 2.1 The Governance Handbook (section 4.6.1, paragraph 52) says that Boards in academies are free to determine their own policy on the payment of allowances and expenses.
- 2.2 This policy complies with our Funding Agreement and Articles of Association.

3. Overview

- 3.1 Members of the Local School Board may claim allowances to cover expenditure necessary to enable them to perform their duties.
- 3.2 This does **not** include an attendance allowance or payment to cover loss of earnings.
- 3.3 Members of the Local School Board may claim allowances by completing a claim form (see link) and submitting it to the Head Teacher of the Local School Board.
- 3.4 Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.
- 3.5 Members of the Local School 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 Head Teacher before they are incurred.

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 uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see Appendix 1).

4. Monitoring arrangements

Community Inclusive Trust – **Governor Expenses Policy**

This policy will be reviewed frequently by Community Inclusive Trust. Any amended versions of this document will be available to view on the Trust's website.

Appendix 1: 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

The Community Inclusive Trust

Governor Expenses Policy

This Policy has been approved by the Trust Board

Signed..... Name..... Date:

Chair of the Trust Board

Signed..... Name..... Date:

Chief Executive Officer