

# Director and Governor Allowance Policy

|   |                                      |
|---|--------------------------------------|
| <b>Status</b>   | <b>Statutory</b>                     |
| <b>Version</b>  | <b>5</b>                             |
| <b>Responsible Directors' Board</b>   | <b>Full Board of Directors</b>       |
| <b>Responsible Persons</b>  | <b>Head of Governance and Policy</b> |
| <b>Date Policy Reviewed</b>   | <b>July 2025</b>                     |
| <b>Next Review Date</b>   | <b>September 2026</b>                |
| <b>Academy to implement without Amendment, using appendix when required</b> |                                      |



## Summary of Changes from Previous Version

| Version | Date           | Author | Summary of Updates  |
|---------|----------------|--------|---|
| V1      | Dec 20         | CEO    | New   |
| V1      | September 2021 | COO    | No Revisions made   |
| V2      | September 2022 | COO    | No Revisions Made   |
| V3      | September 2023 | HOGPC  | No Revisions made   |
| V4      | August 2024    | HOGP   | Transfer to new template and reformat   |
| V5      | July 2025      | HOGP   | <p>Updates to section 1- This policy contributes to improved diversity and inclusion by removing financial barriers to participation in governance</p> <p>New Section 9 - The Head of Governance and Policy will review uptake and expenditure under this policy annually to identify trends, gaps in usage, or potential improvements. A summary report may be provided to the Directors Audit and Risk Committee where appropriate.</p> |



## Contents

|                                       |   |
|---------------------------------------|---|
| 1. General Principles .....           | 4 |
| 2. Basis of this Policy .....         | 4 |
| 3. Entitlement .....                  | 4 |
| 4. Allowances Payable .....           | 4 |
| 5. Submission of Expense Claims ..... | 5 |
| 6. Authorisation of Expenses .....    | 5 |
| 7. Reimbursement .....                | 6 |
| 8. Audit .....                        | 6 |
| 9. Review.....                        | 6 |



## 1. General Principles

Exceed Learning Partnership is committed to ensuring that public funding and other resources entrusted to the Trust and its academies are used properly and efficiently, and that best value is achieved at all times. Trustees recognise that the payment of expenses from public funds is a sensitive matter which must be handled appropriately, and every effort is made to keep expenses to a minimum.

The Trust believes that paying Governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Governors for all members of the community and so is an appropriate use of Trust funds. The specific items allowable reflect this belief.

## 2. Basis of this Policy

The Trust has developed its approach to allowances for Members, Directors and Governors in accordance with the Education (Governors' Allowances) Regulations 2013. These regulations give Governing Boards the discretion to pay allowances to Governors from the Trust's annual budget allocation for certain allowances which they incur in carrying out their duties.

This policy has been written and approved in line with Article 6.5 of the school's Articles of Association which state that 'A Governor (or Trustee) may at the discretion of the Governors (or Trustees) be reimbursed from the property of the Trust for reasonable expenses properly incurred by him or her when acting on behalf of the Trust but excluding expenses in connection with foreign travel.'

This policy contributes to improved diversity and inclusion by removing financial barriers to participation in governance.

## 3. Entitlement

All Members, Directors and Governors (including associate members) of the Trust will be entitled to claim for expenditure in carrying out their duties as a representative of the Trust and this policy supports all.

## 4. Allowances Payable

Claims can be made for the following:

### A. Travel to meetings/training courses

- Car /motorcycle / bicycle mileage allowance (at HM Revenue and Customs Authorised Mileage Rate)
- Parking costs (actual cost incurred)
- Public transport costs (actual cost incurred)
- Clean Air Charges
- Bridge/Toll Charges

### B. Subsistence

In circumstances where a Director/Governor is representing the Trust/Academy away from the Trust premises, subsistence expenses may be claimed on an actual cost basis (i.e. only the actual cost can be claimed if this is less than the allowable amount), payable at the specified rates for Trust personnel, associated with attending meetings or training events/courses, unless these costs can be claimed from any other sources.

Current Meal Limit (incl. VAT, service and gratuity)

- Breakfast £15
- Lunch £15



- Dinner £30

There will be no reimbursement for the purchase of alcohol as part of subsistence. The purchase of any alcohol will be at the individual's expense.

Itemised receipts must be provided when making any claim.

### **C. Childcare or care for a dependent (actual cost incurred)**

Where a governor does not have a spouse, partner or other responsible adult to care for a child or dependent when that governor attends meetings of the Governing Board, its committees or in otherwise representing the school or Governing Board, claims will be limited to reimbursing the actual cost paid to an Ofsted or Local Authority registered child minder or the cost of the sum paid to a carer.

### **D. Support for Governors with special needs (actual cost incurred)**

Where the school or Governing Board does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

### **E. Telephone Calls, copying, stationery etc. (actual cost incurred)**

Photocopying/printing and postage should wherever possible be completed via the school. Only in exceptional circumstances will expenditure be reimbursed where these functions have been paid for independently and authorised in advance.

The Trust Board acknowledges that:

- Members, Directors and/or Governors may not be paid attendance allowance
- Directors/Governors may not be reimbursed for loss of earnings.

### **F. Accommodation and/or Rail Travel**

Where accommodation and or rail travel is required, this will be booked through the Head of Governance, and Policy, who will refer to the Trust Expense Policy when making a booking.

***It is important to note that all claims must be reasonable and pre-approved where possible***

## **5. Submission of Expense Claims**

All claims for the reimbursement of expenses must be made on an official claim form (Appendix A).

All expenses claimed must be supported by receipts or a log of mileage that includes postcodes for the start and end points of each journey.

In general, claims should be made within 14 days of the date when the expenses were incurred.

## **6. Authorisation of Expenses**

Directors should submit claim forms to the Trust Office for the approval of the Chief Finance Officer.

Governors should submit claim forms to the Academy for the approval of the Academy Business Manager.



## 7. Reimbursement

Reimbursement of authorised expense claims will be made directly into the Director's/Governor's bank account through BACS payment after authorisation of the claim by the relevant officer.

## 8. Audit

Claims will be subject to independent audit and may be investigated by the CEO if they appear excessive or inconsistent.

## 9. Review

The Head of Governance and Policy will review uptake and expenditure under this policy annually to identify trends, gaps in usage, or potential improvements. A summary report may be provided to the Directors Audit and Risk Committee where appropriate.

**Policy Agreed December 2020 and reviewed July 2025**

Signed CEO: *B.A. Nixon*

Signed Chair of Directors: *Pat Higgins*

**Policy to be reviewed: September 2026**



**Appendix A – Expense Claim Form – accessible electronically through HOGP**

Name: \_\_\_\_\_

Bank: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Account No: \_\_\_\_\_

| Date of charge | Description of Claim | Cost | VAT | Total |
|----------------|----------------------|------|-----|-------|
|                |                      |      |     |       |
|                |                      |      |     |       |
|                |                      |      |     |       |
|                |                      |      |     |       |
|                |                      |      |     |       |
|                |                      |      |     |       |
| <b>Total</b>   |                      |      |     |       |

I certify that the submitted claim is in respect of legitimate costs incurred in undertaking governance responsibilities for Exceed Learning Partnership.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Trust/LGB \_\_\_\_\_

For Trust/Academy Use Only:

Claim Approved Yes / No

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Role \_\_\_\_\_