



Policy Approved:	8 July 2025
Next Review:	December 2027
Effective Date:	9 July 2025

Aims

The Trust has decided to allow reasonable allowances to be paid from the individual school’s delegated budget to cover any costs that LGC members incur through carrying out their duties. It has also been agreed that reasonable allowances can be paid from the Trust central budget to cover any costs that Trustees 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 governor on the grounds of cost.

Legislation and Guidance

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

Overview

Members of the governance of the Trust and LGCs 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 may claim allowances by completing a claim form (see Appendix 10.1) and submitting it to the Chair of the LGC of each individual school for members of the LGC, or the Chair of Trustees for Trustees. Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members may claim for:

- i. Childcare
- ii. Care for elderly or dependent relatives
- iii. Extra costs incurred because they have a special need or English as a second language
- iv. Travel and subsistence costs
- v. Telephone charges, photocopying, postage, stationery, etc
- vi. Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle: by the CEO and Chair of Trustees for claims made by Trustees; by the Principal and the Chair of the Local Governing Council for claims made by Local Governors; by the CEO for claims made by the Chair of Trustees; by the relevant Principal and Chair of Trustees for claims made by a Chair of Local Governors. Such agreement must be obtained **before** any costs are incurred. All expense claims will be subject to a limit of £30 per single event or £200, cumulatively, per academic year.

The Chair of the LGC or Trustees 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 of 45p per mile (see Staff Expenses Policy).

Appendix 1

Local Governor/ Trustee Expenses Claim Form

UST/ TMCS/ BDB*

Local Governor/Trustee Expenses Claim Form

Name:

Address:

Claim period:

I claim the total sum of £_____ for Local Governor/ Trustee 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 Governance Professional along with any relevant receipts.

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

****Delete as appropriate***