



ALLOWANCES AND EXPENSES POLICY FOR GOVERNANCE VOLUNTEERS

Adopted:	18 December 2025
Review cycle:	Two years
Next review due by:	December 2027

1. Introduction:

This policy applies to all governance volunteers (directors/trustees, hub board members including parent council members, and academy committee members) who are not employees of the Trust.

The aim of this policy is to ensure that governance volunteers are refunded for legitimate and reasonable expenses incurred as a result of carrying their duties for the Trust. This policy also reaffirms the Trust board's commitment to ensuring equality of participation within the Trust.

Payments to governance volunteers must comply with the Trust Articles of Association (Articles 6.3 to 6.9) and the [Academy Trust Handbook](#).

Prior to incurring expenses or submitting a claim, governance volunteers must bear in mind that:

- The Trust will not pay an attendance allowance for attending meetings or training.
- The Trust will not pay for potential or actual loss of earnings related to meeting or training attendance.
- Academy Trust are not allowed to purchase alcohol (unless it is purchased for a religious service).
- Governance volunteers have a duty to ensure economy, efficiency and effectiveness in the use of Trust funds – the three key elements of value for money.
- Public money must always be spent prudently and in ways that command broad public support.

2. Allowances and expenses for which a claim may be made:

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

Child care or baby sitting expenses.

Where a governance volunteer does not have a spouse, partner or other responsible adult to care for a child/children during a period of absence, in which that volunteer

attends governance meetings, a governance training course, is undertaking a school visit, or is otherwise representing the Trust or Trust board ; the actual cost paid to a registered child minder or a baby sitter will be reimbursed.

Care arrangements for an elderly or dependent relative

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the volunteer would have provided during the period of their absence.

Governance volunteers with a special need

Where the Trust or Trust board does not provide facilities or equipment to enable a governance volunteer to fulfil their duty for the Trust, the cost of, for example, the provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, will be reimbursed.

Governance volunteers whose first language is not English

The cost of translating documents or providing an interpreter may be met in circumstances similar to a governance volunteer with special needs.

Telephone and postal charges, printing and photocopying costs and stationery

These may be reimbursed where the volunteer is unable to use the facilities of the Trust in the performance of any governance duty on behalf of the board of directors. Governance volunteers must keep a written record or obtain a receipt (where possible) and claims will be limited to reimbursing the actual costs involved. Stationery such as printing paper and stamps can also be provided directly.

Travel

Mileage may be claimed only where the distance between the governance volunteers' home, and the Trust or another location for training/meeting purposes, exceeds 3 miles. The mileage rate will be paid at the rate permitted by HM Revenue & Customs (HMRC) before tax becomes payable. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure (upon production of a valid receipt), up to the level of standard class rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Payments of expenses where these have been met by another organisation are excluded from this policy.

Other expenses

Should governance volunteers expect to incur costs not listed above to fulfil their duty for the Trust, they can apply to the Strategic & Finance committee via the Lead Governance Professional, to have the expected costs refunded, in advance of the costs being incurred.

3. Claiming:

To reduce administration, unless substantial sums are involved, governance volunteers are asked to claim termly in arrears, prior to the end of the financial year in question, using the [governance volunteers expense form](#) (which is available on GovernorHub in the [Trust resources area](#)), and attaching receipts. A VAT receipt for fuel purchased prior to travel must be submitted with mileage claims.

Claims should be sent to the Lead Governance Professional or Hub Clerk, and authorised by the Lead Governance Professional or Hub Clerk.

The Director of Finance and/or the Trust Lead Governance Professional will report to the Chair of the Trust board (or the Vice-Chair in respect of the Chair) and the Trust Accounting Officer any claims who appear to be excessive or inconsistent.

4. Transparency:

The total value of claims paid per year to Directors/Trustees will be declared in a note to the Academy Financial Statements at the end of each financial year.

Claims will be subject to independent audit and may be investigated by the Chair of the Trust Board (or Vice Chair in respect of the Chair) or Trust Accounting Officer if they appear excessive or inconsistent.

5. Review:

This policy will be reviewed every two years.