



Exmouth
Community
College
Academy Trust

GOVERNORS ALLOWANCES AND EXPENSES POLICY

Policy Details	Date
Written by	Devon Model Policy
Reviewed by	Matt Burrell
Ratified by	Resources Committee
Date agreed by Governors	28.01.25
Review Cycle	Annually
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Aims

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing board committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing board's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles.

The Articles of Association state "A Governor may at the discretion of the Governors be reimbursed from the property of the Academy Trust for reasonable expenses properly incurred by him or her when acting on behalf of the Academy Trust, but excluding expenses in connection with foreign travel".

Overview

Members of the governing board 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 may claim allowances by contacting the Finance Team. Allowances will only be paid on the provision of a receipt or appropriate evidence.

- **Child care or baby sitting expenses**

Where a governor does not have a spouse, partner, or other responsible adult to care for a child/ren during a period of absence, in which 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 a registered child minder or the cost of a babysitter.

- **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 governor would have provided during the period of their absence.

- **Governors with a special need**

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.

- **Governors whose first language is not English**

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

- **Telephone charges, photocopying costs, and stationery**

May be reimbursed where the governor is unable to use the facilities of the College in the performance of any duty on behalf of the Governing Board. Governors must keep a written record or obtain a receipt, relating to expenditure incurred. Claims will be limited to reimbursing the actual costs involved.

- **Travel and subsistence**

Mileage may be claimed where the distance between the governors' home and the venue which governors are required to attend on business related to the work of the Governing Board (e.g. meetings, training courses, visits to other providers, etc.) exceeds 3 miles. Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle 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. Mileage allowance will be reimbursed at the current standard rate per mile. An allowance at the current standard rate per mile may be claimed for use of a pedal cycle. Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year.

Claims should be made to the Governance Professional, and authorised by the Chair of Governors, Chair of the Resources Committee or the Director of Finance and Resources.

This policy should be read in conjunction with the Equality Policy. No governor should be unlawfully disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion, or belief under the operation of this policy.