



Great Learning Opportunities for ALL!

MEMBER / DIRECTOR / GOVERNOR ALLOWANCES POLICY

For the purpose of the policy, the term “governor” is substitutable with the terms “director” and “member”, and the terms ‘local authority’ and ‘School’ with the term ‘Trust’.

For The Societas Trust (“Trust”), the following governor allowances will apply.

Governors’ allowances

Governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

The aim of this policy is to ensure that a governor (or non-governor who is an associate member of the governing board), is not out of pocket where the Trust 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.

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

Childcare or babysitting expenses

Where a governor does not have a spouse, partner or other responsible adult to care for a child during a period in which that governor attends meetings of the governing board, its committees, approved governor training/ conferences or is otherwise representing the Trust or governing board; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

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 Trust 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.



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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 Trust in the performance of any duty on behalf of the governing board. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

Travel and subsistence

Mileage may be claimed where the distance between the governor's home and the venue which governors are required to attend on business related to the work of the governing board (e.g. meetings, approved training courses/conferences, visits to other providers, etc.) exceeds 10 miles. Where several governors attend the same meeting or event they are encouraged to share transport so as to minimise costs. Where necessary, the cost of parking to enable attendance of business 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 rate of 45p per mile for the miles travelled in excess of 10 miles.

How to claim:

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question. All claims should be made on the approved form (Appendix A) before any payment can be made.

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Appendix A – Governor Expenses Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g. child carer.

Section one

Name of governor:		Date:
Date of expenditure:	Details of expenditure:	Claim:
	Total claim:	£

[To be completed once authorisation of the claim has been approved.]

I certify that the above expenses are actual and necessary, and confirm that cash/cheque has been received.

Signature of governor:	Date:
Date: Signature of head teacher/ CEO:	Date:
Date: Reimbursed by (name):	Date:

Section two

Duty of service, e.g. childcare:	
Name:	
Amount received (£):	
Signature:	
Date:	

Local Governors should return this form to their academy business manager. Directors to the CEO.