



*Live, Love, Learn, Littletown*

## **Littletown Primary Academy**

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# **Governors Allowances & Expenses Policy**

**This Policy was adopted by the Full Governing Body of  
Littletown Primary Academy**

**On: 8<sup>th</sup> September 2026**

**Date Policy to be reviewed: September 2027**

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### 1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy:

- › Sets out the terms on which such allowances will be paid
- › Aims to ensure a fair and consistent approach to the payment of governors' allowances and the reimbursement of expenses incurred

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

### 2. Legislation and guidance

As an academy trust, we are mindful about the government's guidance on [trustee expenses: what charities can pay](#) as well as the requirements set out in the governance guide for academy trusts and the academy trust handbook.

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

### 3. Eligible expenses

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

Members of the governing board may claim reasonable costs for:

- › **Childcare** 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 baby sitter. If meetings/visits take place immediately before or after school, the breakfast or after-school club may be used free of charge, subject to prior booking and spaces being available.
- › **Care for elderly or dependent relatives** 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.
- › **Extra costs reasonably incurred** because they:
  - Have a medical need or a disability (and may need, for example, a signer or braille documentation). Note: wherever possible, governors/trustees should inform the board about any reasonable adjustments they may need, as soon as possible, so that the adjustments can be put in place where possible

- Speak English as an additional language (and may need, for example, an interpreter or translated documentation)

➤ **Travel and subsistence costs:**

- Car and motorbike mileage may be claimed for the purpose of attendance at meetings of the governing board or its committees or other agreed activities. Claims will be reimbursed at a rate not exceeding HM Revenue and Customs' approved mileage rate.
- Public transport, at a standard class rate, for the purpose of attendance at meetings of the governing board or its committees or other agreed activities
- Car parking or bike storage, for charges that otherwise would not have been incurred

➤ **Clerical expenses**, such as photocopying or stationery, where governors/trustees are unable to use the school facilities

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in writing by the Chair in line with the above values **before** they are incurred. A governor cannot approve their own claim.

## 4. Ineligible expenses

Governors/trustees may not:

- Be paid any attendance allowance
- Be reimbursed for:
  - Any loss of earnings
  - Travel or accommodation costs for spouses, partners or family members
  - Excessive costs – for example, on travel
  - Telephone or other communication costs for business unrelated to carrying out their duties
  - Costs of training or of training materials that are unrelated to their duties (including those relating to the governor/trustee's professional or academic interests)

## 5. Procedure for claiming expenses

Claims should be made to the Finance Officer and authorized by the Chair of Governors.

Allowances will only be paid on the provision of a receipt or e-receipt and will be limited to the amount shown on the receipt.

Any claim must be submitted within 3 months of the expenditure being incurred.

## 6. Monitoring arrangements

This policy will be monitored and reviewed annually by the governing board. Any amendments will be presented at a meeting of the full governing board.