



Governance Allowance Policy

2025/2026 Academic Year

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1. Aims

The Board of Trustees (the Board) has decided to pay reasonable allowances from the trust's delegated budget to cover any costs that members, trustees or governors incur while 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 member, trustee or governor through reasons of expense at Spa Education Trust (the Trust).

2. Legislation and guidance

The [Academy trust governance guide](#) says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles. This policy complies with our funding agreement and articles of association.

3. Overview

Members, trustees and governors 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. They may claim allowances by completing a claim form (see appendix 1) and submitting it to the Finance Manager.

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

Members, trustees and governors may claim for:

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

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Executive Headteacher **before** they are incurred.

The Chair of Trustees (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a member of the board uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring arrangements

The Operations Committee is responsible for the implementation of this policy. The policy will be reviewed and approved every year.

Appendix 1: Governance claim form

Spa Education Trust Governance Claim Form

Name:

Address:

Claim period:

I claim the total sum of £_____ for governance 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 Finance Manager along with any relevant receipts.

The form should be submitted within five days of the expenses being incurred.

Appendix 2: Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p