

TLP Trustee and School Governors' allowances policy



Approved by:	Finance & Staffing Committee	Date: July 2025
Last reviewed on:	Presented as new for TLP	
Next review due by:	[March 2030] (five years)	

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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.

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

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

Trustees and Members of the local 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.

Trustees and Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the respective clerk of the Trust Board/ LGB.

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

Trustees and Members of the local governing board 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 LGB Chair /Headteacher, or in the case of a Trustee by the CEO/DCEO (Operations) **before** they are incurred.

The Chair of Trustees or their delegate (for example the vice-chair, the local LGB Chair, LGB Clerk) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

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

4. Monitoring arrangements

This policy will be reviewed at least every five years by the Trust Finance and Staffing Committee.

Any amendments required prior to the five-year review cycle will be presented at a meeting of the Finance & Staffing Committee.

Where the HMRC approved mileage rates change, (appendix 2) then the Deputy Chief Executive (operations) is permitted take delegated powers to apply the new HMRC rates with effect from the date of change specified by the HMRC. However, any rates proposed that are above those specified by the HMRC must be considered and agreed by the Finance & Staffing Committee in advance of being used.

Appendix 1: governor claim form

[School name]

Trustee/ Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for governor 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 electronically to the LGB Clerk and copied to the Headteacher along with any relevant receipts.

The form should be submitted within 3 months 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

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