



Our Lady and All Saints
Catholic Multi Academy Company
Strong in Faith

Governors and Directors Expenses Policy

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|-----------------------------------|----------------------------|
| Ratified by: | Board of Directors |
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As a Catholic Multi Academy Company, we exist to secure, protect and enrich Catholic Education across our family of schools. We seek to ensure that the future Catholic education is secure and stable through effective governance and parish engagement and to develop curriculum and standards that reflect the Catholic Life approach and ethos.

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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 - Guidance - GOV.UK](#) 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 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 completing a claim form (see appendix 1) and submitting it to the Head Teacher.

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

Members of the governing board may claim for:

- Ofsted Registered 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 Chief Financial Officer (CFO) **before** they are incurred.

The chair of governors (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 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 annually by the Resources. Any amendments will be presented at a meeting of the full governing board.

Appendix 1: governor claim form

[School name]

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 to the Head Teacher along with any relevant receipts.

The form should be submitted within two weeks 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 |