

TITLE: Governors Allowance Policy	REF: GOV001	VERSION: 6
APPROVAL BODY: ALET Board	DATE: 06.02.25	REVIEW DATE: 06.02.26
LEAD PERSON: Head of Governance and Compliance		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1. 21.03.18	Clerk/ ALET Board	New Policy – Adapted Model Policy from The Key for Governance
2. October 2019	ALET Board	Review
3. October 2020	ALET Board	Review
4. October 2021	ALET Board	Review
5. January 2024	Policy Committee/ALET Board	Review
6. January 2025	Head of G&C/ALET Board	Update of legislation guidance reference

## GOVERNOR ALLOWANCE POLICY

Our mission is “to deliver excellence in education and to transform lives through learning”, bringing to life our core values of empowerment, enterprise, connectedness, and transformation. We work hard to ignite confidence, expand opportunities, energise the community, and generate prosperity.

These values are further supported by [our learning philosophy](#), rooted in the dynamics between the brain, motivation and our emotions.

### Policy Statement

This policy sets out expectations regarding governor allowances.

### Principles

Activate Learning Education Trust (ALET) recognises that our schools derive significant benefit from individuals serving their governing duty. The ALET board of Trustees has decided to pay reasonable allowances from the delegated budgets to cover costs that the board and committee members incur through carrying out their duties. ALET believes that reimbursing expenses for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

ALET seeks to ensure that all board and committee members receive reimbursements for any expenses.

This governor allowance policy is linked to:

- Exclusion Policy

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### 1. Aims

The ALET board of Trustees has decided to pay reasonable allowances from the Trust'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

Members, Trustees and Local 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.

Members, Trustees and Local governors may claim allowances by completing a claim form (see appendix 1) and submitting it to [clerk@alet.org.uk](mailto:clerk@alet.org.uk).

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 and local committees 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 CEO via Head of Governance **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 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 Head of Governance and Board of Trustees. Any amendments will be presented at a meeting of the Trustees.

Appendix 1: Trustee/Governor claim form.



**Member/Trustee/Governor claim form**

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for Trustee/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)	
<b>Total expenses claimed</b>	

This form should be submitted to [Clerk@alet.org.uk](mailto:Clerk@alet.org.uk) along with any relevant receipts.

The form should be submitted within 4 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