



The Gateway Primary Academy

Governor Allowances/Expenses Policy

September 2026

Agreed by governor finance committee on: September 2026

To be reviewed by: September 2027

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, the Governing Board seeks to remove financial barriers to governance participation and promote equality of opportunity for all members of the community wishing to serve as governors.

Legislation and guidance

This policy has been developed in accordance with:

- The Academy Trust Handbook
- The Governance Handbook
- The Trust's Articles of Association

The Governing Board has discretion to reimburse governors and trustees for expenditure incurred in carrying out their governance duties where such expenditure falls within the categories specified in this policy.

Reimbursement will not include attendance allowances or compensation for loss of earnings.

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.

Governors wishing to make a claim should complete a claim form and submit it to the School Finance Officer within two weeks of the expenditure being incurred.

Claims must be supported by receipts wherever possible.

Claims will be approved by the Chair of Governors. Claims submitted by the Chair will be approved by the Vice Chair or Chair of the Finance Committee.

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:

- Childcare or babysitting costs incurred to enable attendance at approved governor meetings, training or visits (excluding payments to family members or partners).
- Care arrangements for an elderly or dependent relative where additional care is required to enable attendance at approved governance activities.
- Additional costs incurred by governors with disabilities or special needs.
- Translation or interpretation costs for governors whose first language is not English.
- Other reasonable expenditure approved in advance by the Chair of Governors.

Where deemed necessary, claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the finance committee **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.

Mileage claims will be reimbursed at HMRC approved mileage rates.

Where public transport is used, reimbursement will normally be limited to the cost of a standard-class fare.

Reasonable parking charges incurred whilst undertaking approved governance duties may also be reclaimed on production of a receipt.

Where governors share transport, only the driver may claim mileage expenses.

(see appendix 2).

Exclusions

The following will not normally be reimbursed:

- Attendance allowances.
- Compensation for loss of earnings.
- Expenses already reimbursed by another organisation or body.

- Costs not supported by appropriate evidence where a receipt should reasonably be available.

Eligible Activities

Claims may be made when costs are incurred in relation to:

- Full Governing Board meetings.
- Committee meetings.
- Governor panels.
- Governor monitoring visits.
- Approved governor training and briefing events.
- Approved governance conferences and seminars.

Monitoring arrangements

The Finance Committee will monitor expenditure incurred under this policy and report any significant expenditure to the Governing Board.

All claims made under this policy will be subject to the school's normal financial controls and may be audited.

This policy will be reviewed annually by the Governing Board.

Appendix 1: governor claim form

The Gateway Primary Academy

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	£
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to Jamiel Cassem, The Gateway Primary Academy, Milestone Road, Dartford, DA2 6DW along with any relevant receipts.

The form should be submitted within 10 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