



# ACET Governor Allowances Policy

**DATE: December 2025**

**POLICY LEAD: CFO**

**APPROVED BY: Trustees**



Excellence



Equity



Empowerment

## DOCUMENT CONTROL

<b>Policy Level</b>	Trust	
<b>Approved By</b>	Trustees	
<b>Approval Date</b>	15.12.25	
This policy remains valid until it is reviewed and replaced; it does not expire by date alone. Policies are reviewed annually, or sooner if required by statutory or legislative changes, in line with best practice		
<b>Policy Lead / Author</b>	CFO	
<b>Version Number</b>	<b>Date Issued</b>	<b>Updated Information</b>
V2	28.11.2022	New Policy
V3	December 2024	
V4	December 2025	Clarification on Mileage rates. Clarification on pre-approvals and payment timescales.

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### 1. Introduction

Aston Community Education Trust values the time, commitment, and expertise that its governors bring to the governance and oversight of its academies.

This policy outlines the Trust’s approach to reimbursing reasonable expenses incurred by governors in carrying out their duties. It is informed by **The Academy Governance**

(Roles, Procedures and Allowances) (England) Regulations 2013, which permit academies to pay allowances to governors for expenses incurred during the execution of their governance responsibilities.

Governors are unpaid volunteers. This policy ensures that no governor is prevented from participating in governance activities due to financial constraints, while safeguarding public funds through adherence to principles of propriety and value for money, as outlined in the **Academy Trust Handbook**.

## 2. Scope

This policy applies to:

- Members of the Trust Board of Directors.
- Local Governing Board (LGB) members across all academies within the Trust.
- Any individual officially co-opted or appointed to governance activities under the Trust's governance structure.

The Trust's approach to governor allowances complies with **The Academy Governance (Roles, Procedures and Allowances) (England) Regulations 2013**, which state that academies may provide for the payment of allowances incurred by governors to ensure equitable participation in governance.

## 3. Allowable Expenses

Governors may claim reimbursement for the following reasonable and necessary expenses incurred in the performance of their duties, in line with the 2013 Regulations:

### Travel and Subsistence

- **Travel Expenses:** Public transport (standard class only), mileage allowance (Mileage will be reimbursed at the HMRC approved mileage rates, currently 45p per mile for the first 10,000 miles and 25p per mile thereafter. These rates will be reviewed annually in line with HMRC guidance), parking fees, and tolls incurred while attending meetings or governance-related activities e.g. LGB meetings, Complaint meetings, Disciplinary meetings, Suspensions & Exclusions meetings.
  - Claims for expenses may be made for travel between the governor's household and the academy, onward journeys will not be covered.
  - The meeting or governor related activity claim must be something where a remote option is not available and physical presence is required.
  - Many meetings such as awards presentations, assemblies and performances are an optional activity for which mileage shouldn't be claimed.
- **Subsistence:** Reasonable costs for meals or refreshments when governance duties require travel beyond usual locations.

### Childcare and Dependent Care

- Costs incurred for care arrangements for dependents (children, elderly, or disabled relatives) while attending governance meetings or training where a remote option is not available or pre-agreed as a suitable option.

### Specialist Support

- Costs of additional support to enable participation in governance duties, such as:
  - Sign language interpreters or translation services.
  - Adapted materials for governors with disabilities.

### Training and Development

- Expenses for attending approved training sessions, conferences, or external governance events that align with the Trust's governance priorities and have been pre- approved.

#### Other

- Other reasonable expenses, such as printing, photocopying, postage, or telephone calls related to governance responsibilities.
- Claims for reimbursements can be made where a governor is unable to use the academy's facilities for any of the above.
- Allowances will be returned upon production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.

This list is not exhaustive and the academy may decide to reimburse in other instances; however, this must be discussed by the governing body.

## 4. Non-Allowable Expenses

As stated in the 2013 Regulations, governors may only claim allowances for expenses incurred during the performance of their governance role. The following costs are not eligible for reimbursement:

- Loss of earnings or income.
- Costs related to personal equipment, clothing, or accessories.
- Non-governance-related activities or voluntary attendance at non-approved events.

## 5. Process for Claiming Expenses

### Approval Process

- Governors should claim expenses on a monthly basis, unless the amount to be claimed is substantial and/or urgent.
- **Pre-Approval:** Governors should seek pre-approval for any single expense expected to exceed £50, or for any training/conference attendance
- **Claim Submission:** Claims must be submitted using the Trust's standard Governor Expense Claim Form (Appendix A) within one month of incurring the expense. Claims must be supported by receipts or other evidence of expenditure.
- **Approval Authority:** Claims are reviewed and approved by:
  - The Chair of the Board for Trust Board members.
  - The Chair of the LGB for Local Governors.
  - The CEO or CFO (Chief Financial Officer) for claims submitted by the Chair of the LGB or Trust Board.

## 6. Payment

Approved claims are reimbursed via BACS transfer within 14 days of approval or in line with the Trust's standard payment run cycle.

## 7. Legal and Financial Oversight

In accordance with **The Academy Governance (Roles, Procedures and Allowances) (England) Regulations 2013**, the Trust ensures that:

- Allowances are only paid for legitimate and necessary costs directly incurred in fulfilling governance responsibilities.

- Payments are compliant with the principles of propriety, regularity, and value for money as set out in the **Academy Trust Handbook**.

Governance-related expenditure is subject to scrutiny by the Finance and Audit Committee and is reported annually in the Trust’s financial statements, ensuring transparency and accountability.

## 8. Equality, Diversity, and Inclusion

This policy supports the Trust’s commitment to equality, diversity, and inclusion by removing financial barriers that might deter individuals from participating in governance roles.

## 9. Monitoring and Review

This policy is reviewed annually by the Trust Board to ensure compliance with:

- The **Academy Governance (Roles, Procedures and Allowances) (England) Regulations 2013**.
- Guidance from the Department for Education (DfE), **Academy Trust Handbook**, and relevant governance bodies such as the National Governance Association (NGA) and Confederation of Schools Trusts (CST).

The review will also consider feedback from governors and changes in operational or legal requirements.

## Appendix A: ACET Governor Expense Claim Form

### Personal Details

- Name of Governor: \_\_\_\_\_
- Position:
  - Trust Board Member
  - Local Governing Committee Member (Academy: \_\_\_\_\_)
  - Co-opted/Other: \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_  
\_\_\_\_\_

### Details of Expenses Claimed

Date	Details of Activity (e.g., meeting, training session)	Location	Expense Type (e.g., travel, childcare)	Amount (£)	Receipts Attached (Yes/No)
[dd/mm/yyyy]					
[dd/mm/yyyy]					

Date	Details of Activity (e.g., meeting, training session)	Location	Expense Type (e.g., travel, childcare)	Amount (£)	Receipts Attached (Yes/No)
[dd/mm/yyyy]					

### Summary of Claim

- Total Amount Claimed: £ \_\_\_\_\_

### Declaration

I confirm that the expenses claimed above were incurred wholly, exclusively, and necessarily in the performance of my duties as a governor for ACET. I have attached all required receipts or evidence of expenditure and understand that false claims may lead to disciplinary or legal action.

Signature of Governor: \_\_\_\_\_

Date: \_\_\_\_\_

### Approval Section (To be completed by the Trust)

- Name of Approver: \_\_\_\_\_
- Position:
  - Chair of the Trust Board
  - Chair of Local Governing Board
  - CEO/CFO
- Approval Comments (if any):  
\_\_\_\_\_

Signature of Approver: \_\_\_\_\_

Date: \_\_\_\_\_

### Payment Section (To be completed by Finance Team)

- Payment Processed By: \_\_\_\_\_
- Date of Payment: \_\_\_\_\_
- Payment Method:  BACS  Cheque

### Instructions for Submission

1. Complete all relevant sections of this form.
2. Attach receipts or evidence of expenditure for all claims.
3. Submit the completed form to the Governance Leader ( [governance@astoncetrust.org](mailto:governance@astoncetrust.org) )
4. Claims must be submitted within one month of incurring the expense.