Brighter Futures
Educational Trust

GOVERNORS AND TRUSTEES ALLOWANCES AND EXPENSES POLICY

Policy Number: 28

Review Committee: Finance and Risk

Type of Policy: Statutory

Review Period: Annually

Approved: June 2026

Next Review: June 2027

VERSION CONTROL

V1.1	April 2024	Version control added
V1.2	April 2025	Change of name
V1.3	June 2026	• New layout due to rebrand. • Aims - Section one added • Change of ppm to 55p - Section four • Ineligible expenses – Section five added • Change of name – DFR • Appendix 2 added.

CONTENTS

1. AIMS

The governing board has decided to pay reasonable allowances from the Trust's delegated budget to cover any costs that trustees or governors incur through carrying out their duties.

This policy:

- Sets out the terms on which such allowances will be paid.
- Aims to ensure a fair and consistent approach to the payment of governors and trustees' allowances and the reimbursement of expenses incurred.

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. LEGAL FRAMEWORK

This policy has due regard to the following legislation, including, but not limited to: The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended).

This policy also has due regard to the following guidance: Academy trusts: Governance Guide and the Academy Trust Handbook 2025.

3. SCHOOL GOVERNANCE (ROLES, PROCEDURES AND ALLOWANCES) (ENGLAND) REGULATIONS 2013

Under these regulations, schools may decide to provide payments to governors / trustees in order to cover costs for expenses paid whilst fulfilling their roles.

There are, however, restrictions on the circumstances under which governors / trustees can receive payments from the Trust. Governors / trustees must not receive any reimbursement for loss of earnings due to attendance at meetings or a payment allowance for attendance.

The circumstances in which governors / trustees will receive payments must be agreed by the governing body in advance and be authorised by submitting a petty form or email.

Any payments to governors / trustees must only be authorised if the governing body has deemed the circumstances beneficial to the school or Trust.

Any travel expenses must be returned at a rate not exceeding the HM Revenue and Customs approved mileage rates and in line with Trust policies.

Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

4. ELIGIBLE EXPENSES

Governors and Trustees of Brighter Futures Educational Trust will be able to claim expenses in the following instances, on a case by-case basis and with prior approval from the governing body:

Travel: - Claims for expenses may be made for travel between the governors/trustee's household and the school or Trust offices, at the level of mileage rates published by HM Revenue and Customs (55 pence per mile) in accordance with Trust policies. The nature of the visit must be related to the work of the governing body, e.g. meetings, training courses etc.

Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.

The costs of parking for business away from the school, where necessary, will be reimbursed upon production of a valid receipt.

Childcare: - In cases where a governor / trustee does not have a spouse or family member to care for a child/children when the governor / trustee must attend meetings relating to the work of the governing body, expenses will be returned for the cost of childcare or a babysitter. Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the governor / trustee must be absent due to their governing duties.

Specific needs: - Governors/ trustees may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties. The circumstances in which governors / trustees can claim expenses for specific needs may include taxi fares, audio equipment or support from a signer, braille transcription, etc.

Telephone charges, photocopying, stationery, etc. - Claims for reimbursements can be made where a governor / trustee is unable to use the school or Trust's facilities for any of the above. Payments will be made 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 Trust may decide to reimburse in other instances; however, this must be discussed by the governing body.

5. INELIGIBLE EXPENSES

Governors/trustees may not:

- Be paid any attendance allowance
- Be reimbursed for:
  - Any loss of earnings
  - Travel or accommodation costs for spouses, partners or family members
  - Excessive costs – for example, on travel
  - Telephone or other communication costs for business unrelated to carrying out their duties
  - Costs of training or of training materials that are unrelated to their duties (including those relating to the governor/trustee's professional or academic interests)

6. PROCEDURE FOR CLAIMING EXPENSES

Governors and trustees should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent.

Claims must be approved.

Claims should be made by the Trust's petty cash form (Appendix 1) or via email with a receipt where practical.

Any claims will not be reimbursed unless authorised by the Chair of Trustees; for the case of the Chair claiming it will need approval by the Chair of Finance and Risk/Resources.

All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the Chair of Trustees and Director of Finance and Resources (DFR) may ask for further details.

7. ALLOWANCES

Governors / Trustees do not have an allowance.

Appendix 1: Petty Cash Form

P£TTY CASH CLAIM

PETTY CASH ☐ BANK TRANSFER ☐

REQUEST FROM: DATE: ..../............./.............

AMOUNT TO BE DRAWN:

£

PURPOSE OF REQUEST:

CLAIMAINT'S SIGNATURE: ....

SUPPORTING DOCUMENTS WITH VAT REGISTRATION NUMBER (WHERE APPLICABLE) SHOULD BE ATTACHED OT THE BACK OF THIS FORM

BUDGET HOLDERS SIGNATURE: ....

AUTHORISED SIGNATURE: ....

DATE: ..../............./.............

______________________________**OFFICE USE ONLY**______________________________

BUDGET ALLOCATION

NOMINAL CODE:	
COST CENTRE:	
DEPARTMENT:	

	SIGNED	**DATE**
COMPLETED:		
CHECKED:		
COLLECTED:		

Appendix 2: Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website.

VEHICLE TYPE	FIRST 10,000 BUSINESS MILES IN THE TAX YEAR	EACH BUSINESS MILE OVER 10,000 IN THE TAX YEAR
Cars and vans	55p	25p
Motorcycles	24p	24p
Bikes	20p	20p