

KING INA



CHURCH OF ENGLAND ACADEMY

King Ina C of E Academy Director and Governor Allowance Policy

Date policy last reviewed: March 2026

Signed by:

Shannon

Headteacher

Date: 12th March 2026

Dan Speal

Chair of Directors

Date: 12th March 2026

Next review date: March 2029

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1. Aims

The board of directors has decided to pay reasonable allowances from the school’s delegated budget to cover any costs that board members and 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' 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 director or governor on the grounds of cost.

2. Legislation and guidance

As an academy trust, we are mindful about the government’s guidance on [trustee expenses: what charities can pay](#) as well as the requirements set out in the governance guide for academy trusts and the academy trust handbook.

This policy complies with our funding agreement and articles of association.

3. Eligible expenses

Members of the board of directors or governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

Members of the governing board may claim reasonable costs for:

- › **Childcare** up to a maximum of £10 an hour only where a director/governor does not have an alternative, suitable adult to care for a child during the time fulfilling their duties; that claims will be limited to reimbursing the actual cost paid to a childcare provider]
- › **Care for elderly or dependent relatives** up to a maximum of £10 an hour, only where a director/governor does not have an alternative, suitable adult to care for an elderly or dependent relative during the time fulfilling their duties.
- › **Extra costs reasonably incurred** because they:
 - Have a medical need or a disability (and may need, for example, a signer or braille documentation). Note: wherever possible, directors/governors/t should inform the board about any reasonable adjustments they may need, as soon as possible, so that the adjustments can be put in place where possible

- Speak English as an additional language (and may need, for example, an interpreter or translated documentation)

➤ **Travel and subsistence costs:**

- Car and motorbike mileage may be claimed for the purpose of attendance at meetings of the governing board or its committees or other agreed activities. Claims will be reimbursed at a rate not exceeding HM Revenue and Customs' approved mileage rate (see appendix 2)
- Public transport, at a standard class rate, for the purpose of attendance at meetings of the governing board or its committees or other agreed activities
- Car parking or bike storage, for charges that otherwise would not have been incurred
- Meal/subsistence for meals that would not otherwise have been purchased, up to a maximum of £5

➤ **Clerical expenses**, such as photocopying or stationery, where Directors/governors are unable to use the school facilities

➤ **Other justifiable allowances**, as agreed by board of directors

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in writing by clerk to the board of directors in line with the above values **before** they are incurred. A [director or governor cannot approve their own claim.

4. Ineligible expenses

Directors/Governors 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 Director/governor's professional or academic interests)

5. Procedure for claiming expenses

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to Academy's business manager.

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

Any claim must be submitted within 1 month of the expenditure being incurred]

When an expenses claim is approved, payment will be provided within 10 days of approval.

The chair of [directors or governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit. If a claim is found to be excessive, unreasonable or false, the director or governor may be required to pay back such expenses.

6. Monitoring arrangements

This policy will be monitored and reviewed every 3 years by .Any amendments will be presented at a meeting of the full board of directors.

Appendix 1: Director/governor claim form

King Ina Church of England Academy

Director/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 Business Manager in the Academy office along with any relevant receipts.

The form should be submitted within 10 School 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

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

NAME	ADDRESS	CITY	STATE	ZIP
JOHN DOE	123 MAIN ST	LOS ANGELES	CA	90001
JANE SMITH	456 PINE AVE	LOS ANGELES	CA	90002
BOB BROWN	789 OAK BLVD	LOS ANGELES	CA	90003

THE ABOVE NAMED PERSONS ARE THE ONLY PERSONS WHOSE NAMES APPEAR ON THE LIST OF REGISTERED VOTERS FOR THE DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA, IN THE YEAR 1998.

WITNESSED MY HAND AND SEAL OF OFFICE THIS 15TH DAY OF JANUARY, 1998.

COUNTY CLERK

NOTARY PUBLIC
STATE OF CALIFORNIA