



Kaleidoscope

Learning Trust

Embracing diverse approaches to educational excellence

Governance Expenses Policy

| Version and Date | Author | Committee Responsible | Review frequency | Approval | Next Review Due |
|------------------|----------------|-----------------------|------------------|---|-----------------|
| 1.0 09.07.2024 | Rebecca Whyles | KLT Board | Every 3 Years | Approved at KLT Trust Board on 17.07.2024 | 17.07.2027 |

Contents

| | |
|--|---|
| 1. Aims | 2 |
| 2. Legislation and guidance..... | 2 |
| 3. Overview..... | 2 |
| 4. Monitoring arrangements | 3 |
| Appendix 1: governor claim form..... | 4 |
| Appendix 2: approved mileage rates | 5 |

1. Aims

The Trustee 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, we will ensure that no member of the community is prevented from becoming a trustee / 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 of the trustee /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.

Members of the trustee / governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to Rebecca Whytes (CFO).

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
- 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 Finance, Audit and Risk 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.

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 every 3 years by Trustee Board. Any amendments will be presented at a meeting of the full governing board.

Appendix 1: governor claim form

School Name

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 **Rebecca Whyles, Cloughwood Academy, Stones Manor Lane, Hartford, Northwich CW8 1NU** 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 |