Harbour
Schools Partnership
A guiding light for education

Governors and Trustees Expenses and Allowances Policy

Date Adopted: September 2025
Author/owner: Board of Trustees
Review: Annually

NB. 'Trustees' means the Directors referred to in the Trust's Articles of Association

History of most recent policy changes

Version	Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
V1.0	Sep 2025	New	New policy for THSP	To set the parameters for expenses and allowances for those supporting governance across the Trustee in line with statutory documents.

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1 Introduction

1.1 The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (Part 6) allows for "out of pocket expenses". This may include reasonable expenses to cover travel costs or childcare costs incurred as a result of fulfilling their role as governor.

1.2 The provisions of this policy apply to non-executive Trustees of the Trust in relation to the work they carry out on a voluntary basis for the Trust and members of Local Governing Bodys. All references to 'governor' and governing body' shall be interpreted accordingly.

1.3 The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a committee) is not out of pocket where the Trust has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowance or for any loss of earnings.

1.4 The Board of Trustees believes that paying governors' allowances, in the categories set out in this policy, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of funds

2 Allowable Expenses

Payments can only be made in respect of expenditure necessarily incurred for the purposes of enabling the person to perform any duty as a governor and must be verifiable. Governing bodies should make provision from within their budget if they anticipate expenditure under the policy. Expenditure will typically fall within one of the categories below but this list is not exhaustive and claims for other types of expenditure may be made with the prior agreement of the Board of Trustees.

2.1 Childcare or babysitting expenses

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during the period of absence in which the governor attends meetings of the governing body, its committees or otherwise representing the organisation on governor business, claims will be limited to reimbursing the actual cost paid to a registered child minder or cost of a babysitter. A receipt should be supplied.

2.2 Care arrangements for an elderly or dependant relative

Costs will be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during their absence.

2.3 Governors with a special need or where English is not their first language

Where the school or governing body does not provide facilities or equipment to enable a governor to communicate or otherwise take part in the activity in question claims will be limited to the cost to reimbursing the cost of, for example, provision of a signer, translator, braille documentation or person providing support as the case may be.

2.4 Telephone charges, photocopying costs and stationery

These costs may only be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Claims must be supported by a written record, or receipt (where possible) relating to the expenditure incurred. Claims will be limited to actual costs involved.

2.5 Travel and subsistence

Mileage may be claimed and where necessary the cost of parking away from the school site will be reimbursed up to the level of the fee paid upon production of a valid receipt. The options for travel must always be

considered and fares for public transport will be reimbursed at actual cost up to the level of standard class travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare incurred and upon production of a valid receipt. Mileage allowance will be paid at HMRC published rates. Where the activity spans more than 4 hours and refreshments are not provided the cost of a drink and a snack will be reimbursed. For a whole day activity where refreshments have not been offered or provided a meal can be claimed to the value of £5.

3 Claiming

3.1 Governors are asked to claim either termly or whenever the value of a claim has exceeded £20, whichever occurs first. All claims must be filed by the end of the academic year to which they relate.

3.2 Any claim for expenditure incurred must be made on the approved claim form at Appendix 1 of this policy. All individual items shall be accompanied by a receipt unless this is unreasonable or impracticable. All claim forms shall be submitted to the Trust Central finance team.

3.3 All claims shall be authorised by the Chair of the Board of Trustees or the Chair of the Local Governing Body. In the event that the claim is made by the Chair of the Local Governing Body the claim shall be authorised by the Chair of Trustees. In the event that the claim is made by the Chair of Trustees, the claim shall be authorised by the Vice- Chair of Trustees.

3.4 All claims will be reimbursed by BACs.

3.5 All claims outside of the approved policy shall be considered by the Body who will be the body to approve payment.

3.6 All members of the governing body are permitted to vote on the nature and rates of allowances irrespective of the rules on declaring direct and indirect financial interests. However, if an individual governor's claim is being considered or approved, that individual must withdraw from the meeting as they will have a financial interest in the outcome of the discussion.

4 Recording

4.1 All claims paid shall be recorded and a schedule of payments shall be presented annually to the Board of Trustees. These will be reported in the year-end financial statements.

4.2 All claims will be subject to independent audit.

4.3Copies of submitted claims and supporting receipts must be retained in school with the financial records after the end of the current financial year. The Chairperson of the Local Governing Body or Board of Trustees may investigate any claims where they appear excessive or inconsistent.

5 Review

This policy will be reviewed annually by the Board of Trustees.

Appendix 1

THE HARBOUR SCHOOLS PARTNERSHIP DIRECTOR/GOVERNOR TRAVEL & EXPENSES CLAIM FORM	
NAME	
ADDRESS	
All payments will be made via BACs in the next available BACs run. Please provide details below	
Account Name	
Bank Name	
Sort Code	
Account Number	

Mileage Claim				
Date	Miles claimed	Mileage Rate	Amount £	Reason & Details of Journey

Expenses Claim – Receipts must be attached		
Date	Amount £	Reason

Declaration & Authorisation			
This expenditure has been incurred in the course of carrying out my duties as a director/governor			
Signed (Claimant)		Date	
Authorised (Chair of Board/LGB)		Date	
Submit this claim form with receipts to expenses@thsp.org.uk .			

Central Team Use Only					
Total Paid	£	Processed on		BACS Payment on	