



Excalibur Academies Trust
Allowances Policy for Trustees and
Local Governors

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03.2026	Head of Governance & Admin	March 2023	March 2026

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Document Control Page

Revision	Date	Change	Origin of Change
1.2	03.2026	Addition of guidance taken account of	Best practice guidance
2.1	03.2026	Removal of restriction on care costs	To enable diversity of applicants e.g. single parents requiring babysitting services
2.3.1	03.2026	Addition of other suitable adult to clarification	Best practice guidance
2.3.3	03.2026	Addition of clarity on public transport rates	Best practice guidance
2.3.4	03.2026	Clarity on car parking/bike storage	Best practice guidance
2.3.5	03.2026	Addition of clarification on all day and overnight expenses	Best practice guidance
3.2.3	03.2026	Clarity on printing costs not being allowable	Best practice guidance
3.2.4	03.2026	Clarification on governors not being allowed to claim for professional services	Best practice guidance
4.1	03.2026	Change of four weeks to six	Best practice guidance
4.2	03.2026	Clarification of action if claim is found to be false/excessive	Best practice guidance
4.3	03.2026	Clarification of timescale for payment of expenses	Gov.uk guidance on trustee expenses for charities
4.5	03.2026	Changed recorded to published	Best practice guidance

Other Policies and Documents Associated

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1. Allowances Policy

- 1.1 This policy applies to the Board of Trustees of Excalibur Academies Trust and to each Academy Committee. Unless otherwise specified in this policy, the term 'Governor' used throughout also applies to Trustees.
- 1.2 This policy takes account of the government guidance on trustee expenses as well as the requirements set out in the Governance Guide for Academy Trusts and the Academy Trust Handbook.
- 1.3 Excalibur Academies Trust may pay allowances (meaning reimbursement of incurred expenses only) from a school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. Allowances for trustees will be paid for from Excalibur central funds.
- 1.4 The Board of Trustees believe that permitting the payment of governors' allowances is important in ensuring equality of opportunity to serve as a governor for all members of the community and so is an appropriate use of school funds.
- 1.5 This policy aims to specify the allowable categories of expenses, as set out below.

2. Allowable expenses

- 2.1 Governors may claim allowances providing the expenses are reasonable, justified and incurred in carrying out their duties as a governor or representative of the school; at all times expenses incurred should be minimised and provide the best value for money.
- 2.2 Governors may claim for the following:
 - 2.2.1 Childcare or baby-sitting expenses, when these services are not provided by a relative, spouse, partner or other alternative, suitable adult. Costs will be paid to a maximum of the appropriate minimum wage for the person providing the service.
 - 2.2.2 Cost of care arrangements for an elderly or dependent relative, when these services are not provided by a relative, spouse or partner. Costs will be paid to a maximum of the appropriate minimum wage for the person providing the service.
 - 2.2.3 Cost of travel to meetings and training courses at the rate of the actual public transport expenditure incurred or, if using private transport, in accordance with the mileage rate currently authorised by HMRC, limited always to any specified rates for school personnel. Governors are at all times expected to consider and opt for the most cost-effective and practical form of transport e.g. car sharing should be encouraged where possible. Public transport rates should be at

standard class and tickets will need to be provided in support of any claim.

- 2.2.4 The cost of related car parking or cycle storage can be claimed providing the ticket/receipt is provided in support of the claim.
- 2.2.5 Costs incurred when attending all day training or events including overnight accommodation – these need to be agreed in advance of the commitment to attend the event.
- 2.2.6 Costs incurred because they have a special need or English as a second language
- 2.2.7 Any other reasonable expenses approved in advance by the Finance, Premises and ICT Committee or by the Academy Committee.

3. Disallowable Expenses

- 3.1 Governors may not be paid attendance allowances.
- 3.2 Governors may not be reimbursed for:
 - 3.2.1 loss of earnings;
 - 3.2.2 any costs reimbursed or reimbursable by anyone else;
 - 3.2.3 any of their computer-related costs including printing. If governors require printed materials these will be provided by the school.
 - 3.2.4 Governors cannot claim fees for professional services they provide (e.g. an accountant cannot claim for providing financial advice or expertise)

4. Procedure

- 4.1 Governors wishing to make claims under these arrangements should complete a claims form obtainable from the school office and return it with receipts attached where possible and within six weeks of when the costs were incurred; it will then be submitted for authorisation by the Head of Governance and Admin or CFOO.
- 4.2 Claims will be subject to independent audit and may be investigated by the CFOO, Internal Auditor, Chair of the Academy Committee or Chair of the Finance, Premises and ICT committee, particularly if they appear excessive, inconsistent or unreasonable. If a claim is found to be excessive, unreasonable or false, the governor/trustee may be required to pay back such expenses.

- 4.3 The school's normal systems for authorising and processing payments will apply to claims made under this scheme. Payment will be made by BACs and made within 4 weeks of the claim being authorised.
- 4.4 All records and papers relating to payment of Trustees' and Governors' expenses will be retained by the Academies for six financial years, as with all other financial records.
- 4.5 The Board must consider the payment of allowances annually, and a summary will be published in the Annual Report.

Appendix 1 – Expenses application form:

Please download a copy of this form:

<https://app.governorhub.com/document/6a103796e42e56564a87c001/view>

When completed please return to Cathryn Poole: cathryn.pool@excalibur.org.uk.