Governor / Trustee expenses

Reviewed centrally
Spring 2026

Grove Learning Trust
Company Number: 07728828 **Registered Office**: Wroughton Junior School, Inverary Road, SN4 9DL

Version Control

Version	Date	Status	Author (AU) / Approver (AP)
Draft 02	12/07/2022	Completion of first draft	PB (AU)
Final 01		Ratified by Board of Directors	Trust Board (AP)
Final 02	March 2024	Reviewed by SR › Director to Trustee › Email address for claims changed to finance@grovelearningtrust.co.uk	SR (AU) Trust Board (AP)
Final 03	April 2026	Reviewed by changed to central team.	SR (AU)

Review

Next Review	Spring 28

Grove Learning Trust

Company Number: 07728828 **Registered Office**: Wroughton Junior School, Inverary Road, SN4 9DL

Contents

1. Aims 4
2. Legislation and guidance 4
3. Overview 4
4. Monitoring arrangements 5
Appendix 1: claim form 6
Appendix 2: approved mileage rates 8

Grove Learning Trust

Company Number: 07728828 **Registered Office**: Wroughton Junior School, Inverary Road, SN4 9DL

1.Aims

The Board of Trustees has decided to pay reasonable allowances from the school's delegated budget (or central services' budget for Trustees) to cover any costs that governors/Trustees 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 governor/trustee on the grounds of cost.

2.Legislation and guidance

The Governance Handbook (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

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

3.Overview

Governors/Trustees 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.

Governors/Trustees may claim allowances by completing a claim form (see appendix 1) and submitting it to the finance team, c/o Wroughton Junior School Inverary Road, Swindon SN4 9DL, or electronically via finance@grovelearningtrust.co.uk

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

Governors/trustees may claim for:

- 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 the CFO, **before** they are incurred, on finance@grovelearningtrust.co.uk

The Academy Committee Chair or Chair of the Board of Trustees may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor/trustee 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 two years by the Central Team. Any amendments will be presented at a meeting of the full Board of Trustees.

Grove Learning Trust

Company Number: 07728828 **Registered Office**: Wroughton Junior School, Inverary Road, SN4 9DL

Appendix 1: Governor/Trustee claim form

[School name]

Governor/Trustee claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for expenses as detailed below.
I have attached relevant receipts to support my claim.

Signed: _____Date: _____

EXPENSE TYPE	£
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 finance officer, c/o Wroughton Junior School, Inverary Road, Swindon SN4 9DL or electronically finance@grovelearningtrust.co.uk along with any relevant receipts.

Grove Learning Trust

Company Number: 07728828 **Registered Office**: Wroughton Junior School, Inverary Road, SN4 9DL

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

Grove Learning Trust

Company Number: 07728828 **Registered Office**: Wroughton Junior School, Inverary Road, SN4 9DL