

THE SALTERNS ACADEMY TRUST: ADMIRAL LORD NELSON SCHOOL

Governors' Allowances Policy



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1. Aims

- 1.1 This policy sets out the terms on which governors' allowances will be paid.
- 1.2 By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

- 2.1 This policy complies with the Trust funding agreement and articles of association.

3. Overview

- 3.1 Members of the governing board may claim allowances to cover expenditure reasonably incurred to enable them to perform their duties.
- 3.2 Claims will be paid in arrears on a case-by-case basis and, where possible, Governors should provide actual receipts of the expense when submitting a claim. Reimbursable costs should be agreed in principle by Governing Body before they are incurred.
- 3.3 It is expected that Governors will minimise the level of expenses claimed so that the maximum resources can be applied to the core purposes of the school. However, Governors may receive out of pocket expenses reasonably incurred as a result of fulfilling their role. Payments can cover incidental expenses, such as travel and dependency care, but not loss of earnings or an attendance allowance.
- 3.4 The school will commit to providing refreshments for Local Governing Body Meetings that are held on the school site.
- 3.5 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.
- 3.6 Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates [the HMRC website](#).

4. Monitoring arrangements

This policy will be reviewed annually by the governing board. Any amendments will be presented at a meeting of the full governing board.