



Slough and East Berkshire
C of E Multi Academy Trust

Travel and Expenses Re-imbursement for Trust Governors

(Trust Governors include Members, Directors/Trustees and Governors of Local Governing Bodies)

Category:	Discretionary
Owner:	SEBMAT Trustees/Directors and Local Governing Bodies
Ratified by Trustees/Directors – Date:	18 June 2025
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1. Aims

This policy relates to all Slough and East Berkshire CofE Multi-Academy Trust (SEBMAT) governors. The term 'governors' within this policy relates to members, trustees/directors and governors of local governing bodies. Overall, members, directors/trustees and governors are volunteers and so do not receive payment to carry out their governing duties, or to cover loss of earnings for attending meetings.

However, they may be paid allowances or expenses to cover costs incurred, such as travel and childcare costs as agreed upon by the respective chairs of members and directors/trustees, including the Chief Executive Officer (CEO) as this cost will come from the Trust funds. With local governor expenses this is endorsed by the chair of the local governing body in conjunction with the respective headteacher given that funding would need to come from the school's budget.

The Board of Trustees/Directors has decided to pay reasonable and agreed allowances from the various budgets to cover any costs that board members incur through carrying out their duties and to make sure that governors are not left out of pocket.

This policy sets out the terms on which such allowances will be paid.

The rationale behind paying allowances is to ensure equality of opportunity to serve as governors among all members of the community.

By adopting this policy, the Trust will ensure that no one is prevented from becoming a governor on the grounds of cost.

The Board is of the view that not paying expenses may impact adversely on governor recruitment and retention, along with the diversity of the board. Certainly, the Board is keen to facilitate, assist and support governor participation.

2. Legislation and guidance

Academy trusts have a significant level of autonomy which makes it important for the Board to consider the regularity, propriety and value for money of all aspects of Trust business. Boards need to establish and monitor policies, particularly on related party transactions and executive salaries and expenses that they would be confident to expose to public scrutiny.

Academies are free to determine their own policies on the payment of allowances and expenses. In doing so, governor payments should only take place where it is clear that it is in the interests of the Trust.

Alongside this, it is necessary for the policy to comply with the SEBMAT Funding Agreement and Articles of Association.

Overall, the intention for SEBMAT is to have travel and expense arrangements which are reasonable and proportionate.

3. Overview

Members of the governing boards (Members; Directors/Trustees; Governors) may claim allowances to cover expenditure necessary to enable them to perform their governance duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

1) Governor members of the governing boards may claim allowances by completing a claim form (see Appendix 1) and submitting it to the Headteacher/Chair of Governors before being passed to school finance team for processing.

2) Directors or members should complete Form A (see Appendix 1) and submit to the CEO for approval before being passed to the Trust finance team.

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 boards may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need
- Travel and subsistence costs to carry out their role, but not travelling and expenses associated with getting to and from meetings.
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances in carrying out the role.

Claims will be paid in arrears on a case-by-case basis. Re-imbursable costs should be agreed in principle by the chair of the relevant member and director/trust boards and Chief Executive Officer (CEO) **before** they are incurred. Similarly, the chair of the local governing body and headteacher should agree **before** they are incurred given that the funding will come from the school's budget.

The chair of governors, or the vice-chair, where appropriate, may investigate claims that appear excessive or inconsistent. All claims will be subject to independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the His Majesty's Revenue and Customs (HMRC) approved mileage rates (see Appendix 2).

The expectation is that with public transport wherever possible travel will be at standard/economy class rates and standard accommodation when staying overnight. If governors want to travel first class or wish to have accommodation which is above standard cost then this additional cost must be paid for by the governor. It is expected that when claiming for the approved mileage the journey will be as direct and as economical as possible.

4. Other costs

From time to time governors or trustees may wish to partake of training relevant to their governance role and function. These are separate costs and are not covered by this policy. Each request for training should be considered by the Headteacher/CEO and Chair of the relevant committee.

5. Monitoring arrangements

Appendix 1: Governor/Trustee Expenses Claim Form claim form

SEBMAT – Name of board or committee: _____

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: _____

Signed by Headteacher/CEO _____

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 either the school or trust finance team for processing. along with any relevant receipts.

The form should be submitted within a month 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

Reviewed June 2025

Review in May 2027