

# Eastwood Park Academy Trust

EPAT

Believe Succeed Together

## Governors’ Allowances Policy

Date Reviewed	June 2024
Date Ratified by the Trust	July 2024

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## 1.0 Aims

The Board of Trustees has decided to pay reasonable allowances from the Trust's delegated budget to cover any costs that Governing Board members incur through carrying out their duties.

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

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

## 2.0 Legislation and Guidance

This policy complies with the Trust's Funding Agreement and Articles of Association.

## 3.0 Overview

Members of the Governing Board 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.

Members of the Governing Board may claim allowances by completing a Claim Form (refer to **Appendix 1**).

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 Board may claim for:

- Childcare costs (registered childcare providers or childminders).
- Care arrangements for dependent relatives.
- Travel and subsistence costs. *Local taxis can be booked via the Company Secretary.*
- Telephone charges.
- Other justifiable allowances\*

\*Photocopying can be arranged through the Company Secretary.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Company Secretary **before** they are incurred.

The Chair of the Board of Trustees (or the Vice-Chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (refer to **Appendix 2**).

## 4.0 Monitoring Arrangements

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

## Appendix 1: Governing Board Claim Form

### Governing Board 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	Amount (£)
Childcare	
Care arrangements for dependent relatives	
Travel or subsistence	
Telephone charges	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to the Company Secretary,, along with any relevant receipts.

The form should be submitted within one week of the expenses being incurred.

The form should be sent to:

**Eastwood Park Academy Trust, The Eastwood Academy, Rayleigh Road, Leigh on Sea, Essex SS9 5UU.**

or e-mailed to:

[sfreeman@eastwood.southend.sch.uk](mailto:sfreeman@eastwood.southend.sch.uk)

## 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