



**Southern
Education
Trust**

Trustee/Governor Allowances Policy

Review Body/Role: CEO and Director of Governance	Date: January 2026
Review Date: Spring 2029	Review Frequency: Three years
Please note that this policy is one of the suite of SET Policies for Local Governing Bodies to acknowledge.	

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- DfE Academy Trusts: Governance Guide
- Academy trust handbook

2. Roles and responsibilities

As budget holders, the Headteacher will be responsible for authorising reimbursements for their LGB, and the CFO for trustees, in line with the conditions outlined in this policy and with due regard for all relevant statutory guidance.

Trustees and Governors will be responsible for:

- Only making claims for reimbursements in line with the conditions outlined in this policy.
- Following the procedure outlined in this policy when making a reimbursement claim.

3. Governors' allowances

Under The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended), schools may decide to reimburse governors, and associate members appointed by the governing board, in order to cover costs for evidenced expenses paid whilst fulfilling their roles. There are, however, restrictions on the circumstances under which governors can claim from the school. Governors must not claim for any reimbursement for loss of earnings due to attendance at meetings, or a payment allowance for attendance.

The circumstances in which governors may make a claim will be agreed by the Headteacher/CFO in advance but must only be for expenditure necessarily incurred to enable the person to perform any governance duty. Reimbursements will be authorised by the Headteacher/CFO following submission of a claim evidenced with receipts. Any payments to governors will only be authorised if the Headteacher/CFO has deemed the circumstances to be beneficial to the school and relevant to their role.

Any car travel expenses will be returned at a rate determined by the Trust, in line with HMRC approved mileage rates and must be accompanied by a receipt. Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

4. Expenses eligible for reimbursement

Governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the Headteacher/CFO:

- **Travel** - The nature of the visit must be specific to their role on the board, e.g. governors' meetings, training courses, etc.
- **Childcare or care of other dependent relatives** - In cases where a governor does not have a spouse or family member to care for the child or relative.
- **Specific needs** - Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties, for example audio equipment or support from a signer, braille transcription, etc.
- **Telephone charges, photocopying, stationery, etc** - Claims for reimbursements can be made where a governor is unable to use the school's facilities for any of the above.

This list is not exhaustive, and the Trust may decide to reimburse in other instances; however, this must be agreed in advance by the Headteacher/CFO.

No claims will be considered for remote attendance at meetings or free online training.

5. Procedure for claiming expenses

Trustees/Governors should claim expenses on a half termly basis, unless the amount to be claimed is substantial and/or urgent. Claims will be made using Web Expenses and the authoriser will be the Headteacher/CFO.

Claims will not be reimbursed unless authorised by the Headteacher/CFO. All claims will be subject to independent audit. If claims appear to be excessive, the Headteacher/CFO may refuse to authorise them.