



THE NORTON
KNATCHBULL
SCHOOL

Governor's Allowances Policy

Policy Owner	HT
Reviewed by	Lena Seed, Governance Professional
Equality Impact Assessment*	Lena Seed
Delegated authority	Finance & General Purposes Committee
Approved by Finance & General Purposes Committee	21 st March 2025
Date of Review	March 2026
Publication	Governor Portal

1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that 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, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

- The Academy Trust Governance Guide, which states that boards in academies are free to determine their own policy on the payment of allowances and expenses.
- The Academy Trust Handbook (ATH), which provides financial oversight expectations for expense claims.
- Our funding agreement and articles of association permitting the reimbursement of governor expenses.

3. 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 (see appendix 1). The claim must be approved by the Chair of the Finance Committee before it is submitted to the Finance Office.

Allowances will only be paid on the provision of a receipts or mileage claims, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances, including childcare or dependent care costs incurred while fulfilling governance duties.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by The Chair of the Finance and General Purposes Committee **before** they are incurred. They should be submitted in hard copy or electronically by the end of each term to which they relate.

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

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

Appendix 1: Governor Claim Form

The Norton Knatchbull School
Governor Expenses Claim Form

Name: _____

Address: _____

Claim period: _____

Bank Details (for payment of expenses)

Name of Bank: _____

Sort Code: _____ Bank Account No: _____

EXPENSE TYPE	£
Travel or subsistence <i>If claim is for mileage, please state the number of miles the claim is for and the purpose of the journey:</i> No of miles: _____ Purpose of journey: _____	
Telephone charges	
Photocopying	
Postage	
Other (please specify)	
Total expenses claimed	

This form should be submitted to The Finance Office at The Norton Knatchbull School along with any relevant receipts.

The form should be submitted termly to the Chair of the Finance Committee

Expenses claim agreed in principle by The Chair of the Finance Committee:

Signed: _____ Date: _____

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

Appendix 2: Approved Mileage Rates

The table below shows HMRC’s current approved mileage rates, which are published on the HMRC website. **These rates will be reviewed annually in line with HMRC updates.**

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p



NKS – Equality Impact Assessment

The purpose of an Equality Impact Assessment (EIA) is to ensure that policies, functions, plans or decisions do not create unnecessary barriers for people protected under the Equality Act 2010. Where negative impacts are identified these should be eliminated or minimised, and opportunities for positive impact should be maximised.

POLICY STATUS	
Update of existing policy	
THIS POLICY WILL AFFECT	
Governors	

EIA completed by:	Lena Seed
Contributors to EIA:	None
Date completed:	February 2025

Impact analysis

GROUP	POSITIVE IMPACT	NEUTRAL IMPACT	NEGATIVE IMPACT	WHY WILL THE POLICY HAVE THIS EFFECT?
Sex				
Race		✓▪		
Religion or belief		✓▪		
Sexual orientation		✓▪		
Gender reassignment		✓▪		

Pregnancy or maternity	x			Provision to cover expenses for childcare supports parents of both genders
Age		✓▪		
Disability		✓▪		
Marriage or civil partnership		✓▪		
Non-protected characteristics that have a specific impact in your school:	✓	n.a.		This policy ensures that financial considerations do not act as a barrier to participation in governance. By reimbursing reasonable expenses, the policy fosters inclusivity, allowing individuals from diverse socio-economic backgrounds, including those with financial constraints, to engage in governance roles without undue burden. This includes governors with young children or dependents, ensuring they are supported to fully participate in governance duties.

INTERSECTIONAL IMPACT

There are no intersectional impacts

Outcomes

CONSULTATION AND STAKEHOLDER ENGAGEMENT

No consultation is required

FINAL DECISION ON POLICY

The policy does not require revision as a result of the EIA.

Monitoring arrangements

MONITORING ARRANGEMENTS

THE EIA will be reviewed in line with the review of the policy

