



# THE PATHWAY ACADEMY TRUST

Registered address: c/o Culverstone Green Primary School,  
Wrotham Road, Meopham, Kent DA13 0RF

Registered Company N° 9782388

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## DIRECTORS' AND GOVERNORS' EXPENSES POLICY

<b>Author</b>	<b>Trust Business manager</b>
<b>Approved by</b>	<b>Trust Board</b>
<b>Version</b>	<b>1.0</b>

## **Aims**

The Trust Board will reimburse reasonable allowances from the Trust or schools' delegated budgets as appropriate to cover any costs that Members, Directors or Local Governing Body 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 Pathway Academy Trust will ensure that no member of the community is prevented from becoming a Member, Director or Local Governor on the grounds of cost.

## **Legislation and guidance**

The Governance Handbook (section 4.7.1, paragraph 65) states that Trust Boards in academies are free to determine their own policy on the payment of allowances and expenses. This policy complies with our Funding Agreement and Articles of Association.

## **Overview**

Members, Directors and Local Governors 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, Directors and Local Governors may claim allowances by completing a claim form (see Appendix 1) and submitting it to the Trust Business Manager (for Members and/or Directors) or the School Business Manager / School Finance Officer (for Local Governors) as appropriate. Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Members, Directors and Local Governors may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears by cheque or bank transfer. Reimbursable costs should be agreed in principle by the Trust Board or Local Governing Body as appropriate before they are incurred. The chair (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent, and all claims will be subject to an independent audit.

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

## **Monitoring arrangements**

This policy will be reviewed annually by the Board of The Pathway Academy Trust. Any amendments will be presented at a meeting of the Board.

## Governor or Director Claim Form

## The Pathway Academy Trust

**Member, Director or Local Governor Claim Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Claim period: \_\_\_\_\_

I claim the total sum of £\_\_\_\_\_ for Member/Director/Local Governor\* expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_ 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)	
<b>Total expenses claimed</b>	

This form should be submitted to the Trust Business Manager (for Members / Directors) or School Business Manager/Finance Officer (for Local Governors) along with any relevant receipts.

The form must be submitted within 1 month of the expenses being incurred.

\* Please delete as appropriate

## 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