



**SUTTON COLDFIELD GRAMMAR SCHOOL FOR
GIRLS**

GOVERNOR EXPENSES POLICY

May 2025

1. Aims

The Governing Board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that Trustees/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

Charity Commission guidance states, "Most trustees are unpaid, but all trustees can claim reasonable out-of-pocket expenses".¹

3. Overview

Trustees/Members 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.

Trustees/Members may claim allowances by completing a claim form (see appendix 1) and submitting it to the Business Office.

Allowances will only be paid on the provision of a receipt or other satisfactory evidence such as a credit card statement and will be limited to the amount shown on the receipt/evidence.

Trustees/Members 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 on a case-by-case basis. Reimbursable costs should be agreed in principle by Chair of Governors or Vice Chair in the Chair's absence **before** they are incurred.

The Chair of Governors (or the Vice-Chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent review by the FOD before reimbursement.

Travel expenses where a Governor uses their own vehicle will be reimbursed at the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring arrangements

This policy will be reviewed annually by the Finance Committee.

¹ [Trustee expenses and payments \(CC11\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/344211/Trustee_expenses_and_payments_(CC11).pdf)

Appendix 1: Governor Claim form

Sutton Coldfield Grammar School for Girls

Governor claim form

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: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence: Miles claimed:	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to Business Office along with any relevant receipts.

For all expenses not claimed by 31st August of the relevant academic year, the School reserves the right to refuse reimbursement.

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

INITIAL EQUALITY IMPACT ASSESSMENT FORM

Name of policy/procedure / activity/project:

Governor Expenses Policy

Is this a new or an existing policy/activity/project?

Existing Policy

Scope/timescales for project or activity (including review date):

Approval in May 2025, next in 2026.

Policy/project lead and Author of Equality Impact Assessment:

Finance and Operations Director

Outline of main aims of this activity/policy/project:

To provide details on Governor Expense Claims

Who will benefit/be affected by this policy/activity?

Students of Sutton Coldfield Grammar School for Girls

If an existing policy/activity, do you have any data of use by or impact on different groups which may raise concerns over an equality impact?

No concerns

Does the activity have the potential to impact differently on groups due to a protected characteristic (eg race/ethnicity, gender, transgender, disability, religion & belief, age, sexual orientation, maternity/paternity) for:

No

(a) Students and members of the community? (eg The Governing Board, students, contractors, visitors, hirers of the premises, agency staff, suppliers etc). Which groups are likely to be affected?

The provisions of the policy are equally applicable to all

(b) Employees?

The provisions of the policy are equally applicable to all

Does this activity make a positive contribution to the Trust's general or specific duties under the Equality Act 2010? If yes, please detail.

Yes – the Policy applies to all equally

Having reviewed the potential impact of the policy/activity listed above, **I believe a full impact assessment is required / NOT required** (delete as applicable with justification below)

Full impact assessment is not required

Justification: The policy is of equal benefit to all Trustees and Members, regardless of gender, race, religion, sexual orientation etc.

Name : Doug Thorp

Date : May 2025