



Directors and Governors Allowances Policy

February 2026

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| Version No. 2 | Controlled Document | Page 1 of 8 |
| Document Reference MP-F8-V2 | Publication Date: 04/02/2026 | Authorised by Trust Board |
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DOCUMENT CONTROL

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| Purpose | This document is regarded as the official policy for the use of all Mater Christ Trusts' schools and staff | |
| Vision | Loving together, Learning together, Excellence together | |
| Document Title | Trustees, Directors and Governors Allowances Policy | |
| Document Owner | Chief Finance Officer | |
| Prepared by | Chief Finance Officer | |
| Version | 2 | |
| Publication Date | 04/02/2026 | |
| Approved by | FSA TRUST BOARD | 22/01/2026 04/02/2026 |
| Review Date | [12] months from date of issue | |
| Related Policies | Finance Policy | |
| Distribution | All Trust Employees via MC Intranet/website A copy is in the MC Policy Folder Any printed copies may not be the latest version | |

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DOCUMENT HISTORY – AMENDMENTS

| Version | Comment | Date | Author |
|---------|---|----------|--------------|
| 1.0 | New Issue | 01/01/24 | JK |
| 2.0 | Amendment - Changed 'Operations' to 'Finance' updated email address for Angela, added appendix 1 Approved at Trust Board 04/02/2026 | | MK JF |
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1. INTRODUCTION

This policy ensures there are fair and consistent arrangements for trustees, directors and governors to be reimbursed for reasonable expenses when acting on behalf of the Trust.

2. POLICY STATEMENT

The Trust recognises the need for appropriate expenses to be paid to enable its business to be carried out effectively and to remove barriers to participation for individuals acting in a voluntary role without remuneration. It acknowledges its duties to ensure probity in the use of public funds and that spending decisions represent value for money.

3. SCOPE OF POLICY

This policy applies to all trustees, directors and governors of all the schools across the Trust.

4. PAYMENTS AND EXPENSES

The Trust believes that reimbursing trustees, directors and governors, in the specific categories as set out below, is important in ensuring equality of opportunity to serve the Trust for all members of the community, and as such is an appropriate use of Trust funds.

Any exceptions to this policy need to be justified to and approved by Finance, Staffing and Audit Committee before any reimbursable costs are incurred and reimbursements made.

All trustees, directors and governors of the Trust will be entitled to claim the actual costs they incur for the following:

1. The cost of travel relating only to travel to and from meetings and on Trust business and events. This can include:
 - Her Majesty's Revenue & Customs approved mileage rates. These rates are currently 45p per mile for cars and vans, 24p per mile for motorcycles. These rates are in line with the specific rates for Academy staff.
 - For public transport, actual costs are incurred. Where more than one class of fare is available, the rate shall be limited to second class fares. The cost of travel by taxi will be reimbursed only in reasonable circumstances.
2. Subsistence, if additional expenses are incurred because work as a trustee, director or governor requires taking meals (i.e. breakfast, lunch or dinner) away from the Trust.
3. Reimbursement will be made for reasonable items bought on the day of the claim.
4. Telephone charges, photocopying, stationery, postage or other reasonable out-of-pocket

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expenses. Where practical, however, trustees, directors and governors are expected to make use of administrative facilities made available.

5. Costs incurred in performing trustee, director or governor duties either because they have a disability or additional needs or because English is not their first language, with prior approval of the Finance, Staffing and Audit Committee.
6. Any other justifiable expenses with prior approval of the Finance, Staffing and Audit Committee.

5. SUBMITTING CLAIMS

Trustees, directors and governors wishing to make claims under these arrangements, should complete a claim form (see Appendix 1), attaching receipts where applicable, and return it to Angela.Williams@mater-christi.com

Claims should be submitted at least monthly and will be approved by the Chief Finance Officer prior to payment.

6. TRANSPARENCY

The total value of claims paid per year to trustees, directors and governors will be declared in a note to the Trust's Financial Statements at the end of each financial year.

Claims will be subject to an independent audit and may be investigated if they appear excessive or inconsistent.

7. RELATED POLICIES

This policy should be read in conjunction with the following Trust policies and procedures:

- Finance Policy


8. OTHER REFERENCE SOURCES

Further guidance can be found:

- [Academies Financial Handbook](#)
- [Trustee Expenses and Payments](#)

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APPENDIX 1 – EXAMPLE (Claimants use original form)



Expenses Claim Form

Please ensure you complete all of the relevant sections of the form.

School Details:

Employee Details

Employee Name: _____ Petrol/ Diesel?

Post Title: _____ Receipt Provided?

Vehicle Make/Model: _____ Engine Size


Vehicle Reg: _____

Claim Details

| Journey & Purpose | Date | Public Transport, Yes/No (Please attach receipt) | Total | | Mileage Claimed |
|-------------------------------|------|---|---------|-----------------------|-----------------|
| | | | Mileage | Rate 0.45 per mile | |
| | | | | 0.45 | 0 |
| | | | | 0.45 | 0 |
| | | | | 0.45 | 0 |
| | | | | 0.45 | 0 |
| | | | | 0.45 | 0 |
| | | | | 0.45 | 0 |
| | | | | 0.45 | 0 |
| | | | | 0.45 | 0 |
| | | | | 0.45 | 0 |
| TOTAL MILEAGE CLAIMED: | | | 0 | 0 | 0.45 |

Signature (Employee):..... **Date:**.....

Authorised by Headteacher/COO/CEO:..... **Date:**.....

| | | | | |
|--|-----------------|---|-------------------------------|---------------|
| School Budget Reimbursement | |  | | |
| School Name: | | Name of Claimant: | | |
| Date | Supplier | Details of Purchase | Budget to be paid from | Amount |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total | | | | |
| Signature: (Budget Holder) | | Print Name: | | Date: |
| Signature: (Headteacher) | | Print Name: | | Date: |
| Please note that any items without a receipt will NOT be reimbursed. Headteachers can not authorise own reimbursements. These must be authorised by the Business Manager. | | | | |