

Date ratified at Full  
Board meeting  
**29 September 2025**



Review  
Resources, Audit and  
Risk Committee

## **DIRECTORS and LOCAL GOVERNORS' ALLOWANCES POLICY**

### **THE TRUST MISSION STATEMENT**

*Inspired by the life of Christ we provide an exceptional education in our Catholic schools  
which enables our children:*

- to fully embrace all possibilities
- to flourish
- to develop their faith

*and therefore to choose a path that enables them to be a positive influence upon our  
world.*

**'Prepare the Way'** *Mark 1:3*

**St John the Baptist Catholic Multi Academy Trust**  
**Company No: 7913261**  
**Registered Office: Surrey Street, Norwich NR1 3PB**



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## **SCHEME FOR PAYING DIRECTORS AND LOCAL GOVERNORS' ALLOWANCES**

### **1. General**

1.1 Directors and Local Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Directors Body, the Local Governing Bodies and relevant Committees, undertaking Governor or Director training or professional development and otherwise acting on behalf of the Directors or Local Governing Body.

1.2 Governors or Directors may not claim for actual or potential loss of earnings or income.

1.3 All Governors, Directors and Associate Members are eligible to claim allowances in accordance with this policy.

### **2. Eligible Expenses**

Categories of eligible expenditure:

#### **2.1 Care Arrangements**

2.1.1 Registered Child Care

2.1.2 Care arrangements for an elderly or dependent relative at home, where these are not provided by a relative or partner or other responsible adult, to care for the relative or dependent.

2.2 Travel. Allowances for travel cannot exceed Inland Revenue authorised mileage rates.

2.3 Parking – reimbursement of car park costs.

2.4 Subsistence, if additional expenses are incurred because work as a Directors or Governor requires taking breakfast, lunch or dinner away from the school area.

### **3. Allowance Rates**

#### **3.1 Care Arrangements**

3.1.1 Child Care. Claims will be limited to reimbursing the actual cost paid to a registered childcare provider.

3.1.2 Elderly or dependent relatives: as with childcare, claims will be limited to reimbursing the actual amount paid to a person providing the care that the director or governor would have provided during the period of their absence.

3.2 Travel: Current approved HMRC mileage rate for cars and vans is 45p per mile (as at September 2025). Actual fares incurred on bus or train up to the level of standard class rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt.

3.3 Subsistence: Reasonable and necessary costs of meals incurred in connection with the Governors / Directors duties will be reimbursed. Cost of any alcohol will be disallowed.

3.4 School meals. Governors, Directors (and Clergy) visiting the school are entitled to a free school meal from the school dining facilities.

#### **4. Criteria for Claims**

4.1 To reduce administration, unless substantial sums are involved, directors and governors are asked to claim termly in arrears, before the end of the financial year in question (31 August). Claims should be forwarded to the Trust Finance & Operations Director via the finance team with complete receipts for all claims. The claim form is attached as Appendix 1.

4.2 Receipts must be provided to support claims for reimbursement e.g. bus ticket, train ticket, taxi or till receipts.

4.3 Payment of directors' or governors' expenses will be recorded through the Trust finance system and reported on an annual basis within the Trust's annual accounts.

#### **5. Financial Systems**

5.1 The Trust's usual systems for authorising and processing payments will apply to claims made under this policy.

## Directors and Governors Allowances Claims Form

Please return to the Finance Office based at Notre Dame High School with receipts attached. Please ensure that the receipt only refers to the item that you are claiming for.

**Name:** ..... **School/Trust:** .....

**Bank details:**      **Sort code:** ..... **Account number:** .....

| Date                        | Reason for Claim (travel, parking, sustenance, etc.) | Amount Claimed | Receipt attached |
|-----------------------------|--|----------------|------------------|
|                             |  |                |                  |
| <b>Total Amount Claimed</b> |  |                |                  |

Reimbursements will be paid by BACS.

**Authorised** by CEO, Headteacher (Exec Head / HoS), Trust Finance & Operations Director or School Business Manager

Signed (Head/SBM/CEO/FOD) ..... Date: .....

**For Office Use**

Payment Made (Amount): .....

Date: .....

Nominal Code: ..... Ledger Code: .....