Charlton Park Academy
Governing Body Expenses and Reimbursement Policy

The Governing Body of Charlton Park Academy agrees that governors may not be paid either an attendance allowance or claim loss of earnings.

The Academy's Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Resources Committee, provided it can be demonstrated that the expenditure was incurred whilst carrying out their duties as a governor:

- Care arrangements for an elderly or dependent relative at a rate of £30 per hour.
- Extra costs incurred in performing their duties, either because they have special needs or because English is not their first language.
- Mileage will be at the HMRC rate of 45p per mile. This is line with the rate applicable to staff. Governor will be given a mileage claim form per term to complete.
- Travel costs will be reimbursed at the actual cost incurred annual provided it is backed up by a receipts or Oyster Card journey histories if using public transport.
- Telephone charges based on actual cost incurred.
- Photocopying: It is recommended that the school's reprographic services are used.
- Any other justifiable allowances, as agreed by the Resources Committee.
- The Academy will provide a taxi for governors who are unable to get to governor meetings under their own transport arrangements - restricted to journeys within a 15-mile radius of the school and require telephone calls to be pre-authorised or routed through free digital school channels where possible.

All governor expense forms must be returned to the Governance Professional, and be formally signed off by the Chair of Governors (with the Chair's own claims signed off by the Chair of the Resources/Audit Committee). Authorised claims which will be paid from the Academy's unrestricted non-grant earned income streams (Parkside).

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of the Resources Committee in respect of the Chair of Governors), if they appear excessive or inconsistent.

This policy will be reviewed annually.

Review date: October 2026
Next review: October 2027