# The Aylesbury Vale Academy

The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

## Governors Allowances Policy

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| Policy Reference: | AVA. 049 |
| Description: | This document provides a framework to show how the academy trust will cover reasonable costs that Governing Board members incur from carrying out their duties. |
| Status: | Non-Statutory Policy (Strongly Advised) |
| Policy Audience: | Staff, Governors, Contractors |
| Academy Trust Contact: | Principal |
| Other Related Policies and Procedures: | Financial Regulations Policy |
| Governor Committees: | Resources committee |
| Approved by the Governing Board on: | 20.10.2026 |
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| Version + Schedule of Amendments: | |
| Signed: |  |
| Date of Signature: | 20.10.2026 |

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## 1. Aims

The Governing Board will pay reasonable allowances from the Academy's delegated budget to cover any costs that Board 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

The Academy Trust Handbook 2025 (paragraph 5.37) states that trustees must comply with their statutory duties as company directors to avoid conflicts of interest, not accept benefit from third parties, and declare interest in proposed transactions or arrangements.

This policy complies with our funding agreement and articles of association.

## 3. Overview

Members of the Governing Board 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 of the Governing Board may claim allowances by completing a claim form (see appendix 1) and submitting it to the Finance Department.

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Members of the Governing Board 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, and extra costs incurred for virtual connections.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Governors or Vice Chair **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 audit.

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

## 4. Monitoring Arrangements

This policy will be reviewed annually by Resources committee.

## Appendix 1: Governor Claim Form

**The Aylesbury Vale Academy**

**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 | |
| Telephone charges, photocopying, postage,stationery, costs incurred for virtual connections | |
| Other (please specify) | |
| **Total expenses claimed** | |

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

The form should be submitted within 14 days of the expenses being incurred.

## 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 | 55p | 25p |
| Motorcycles | 24p | 24p |
| Bikes | 20p | 20p |