

Governors Allowances and Expenses Policy

Create Learning Trust



Approved by	Date	Review Schedule	Date of Review
Business, Risk and Audit Committee	19 th November 2025	Annually	November 2026

Summary

In this policy, the term 'Governors' means all Trustees (also known as Directors) and all LAB members within Create Learning Trust.

1. Policy Statement

- 1.1 The policy rationale is to ensure that a governor is not out of pocket where the Trust has derived a benefit from such an outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances for any loss of earnings.
- 1.2 Governors may claim expenses for attendance on approved duties. The scheme will apply equally to all governors but is open to any individual to choose whether or not to claim. The expenses that may be claimed are in four categories: Travel, Childcare, specific needs and miscellaneous.
- 1.3 The following are recommended as approved duties:
 - Properly convened full Governing Body meetings.
 - Properly convened Committee meetings of the Governing Body.
 - Other duties designated by the Governing Body, e.g. acting as a member of a panel approved by the Governing Body for long/short listing/interviewing candidates for a staff appointment.
 - Governors' formal visits to the school will not qualify.
 - Casual visits to school will not qualify.

2. Travel Expenses

- 2.1 Travel expenses may be claimed where the distance between the governor's home and the school is greater than 5 miles and does not exceed 15 miles.
- 2.2 For journeys outside Cheshire West and Chester Council's area, payments will only be made for specific duties which have prior approval by the Governing Body
- 2.3 All payments are on the basis that the journey was undertaken and if governors share transport, only the provider can claim.
- 2.4 Governors' may claim:
 - Mileage allowance at 45p per mile.
 - The actual cost of public transport (including bus and train fares). Tickets to be attached to the claims form.
 - The cost of car parking. Receipts to be attached to the claims form.

3. Childcare

Governors whose children attend Create Learning Trust schools can use after school provision (where applicable) and be reimbursed for any costs they may incur. Where there is no after school provision, or in the event of a governors meeting outside the school provision hours, an allowance is payable on the basis of reasonable cost, supported by a receipt and in respect of any carers who are not a member of the governors' household.

4. Specific Needs

Governors may claim an allowance for costs relating to specific needs incurred on approved duties. These may include:

- Taxi fares.
- Support for the cost of a signer.
- Audio equipment.
- Braille transcription.
- Translation documents.

Receipts to be attached to the claims form.

5. Miscellaneous

- 5.1 Telephone charges, photocopying, printing, and stationery may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body.
- 5.2 Governors must keep a written record or obtain a receipt, (where possible) relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

6. Claiming

- 6.1 To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.
- 6.2 Claims should be made to the Chair of Governors.
- 6.3 The Chair of Governors is responsible for:
- Verifying entitlement to claim (i.e. that the claim relates to approved duties and that the claimant did attend).
 - Affirming that the claim seems reasonable.
 - Maintaining a record of claims which helps the Governing Body to exercise budgetary control and meet any requirement to report information about expenditure on governors' expenses.

The Chair of Governors will be responsible for ensuring all Governors are aware of the policy. New Governors will be given the policy when joining the Governing Body as part of a starter pack.

Contact details

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