



The Milford Academy Governors Allowances Policy

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1. Aims

The governing board has decided to pay reasonable allowances from the school'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

For academies, including free schools (delete if not applicable):

The [Academy trusts: governance guide - GOV.UK](#) (section 4.7.1, paragraph 63) says that boards in academies, with a delegated budget, are free to determine their own policy on the payment of allowances and expenses.

The legislation on governor's allowances is set out in the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

<https://www.legislation.gov.uk/ukxi/2013/1624/part/6/made>

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 Christopher Bramall, School Business Manager, The Milford Academy, Dungannon Road, Clifton, Nottingham NG11 9BT

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 excluding payments to a current/former spouse or partner.
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs

- › Telephone charges, photocopying, postage, stationery, etc.
- › Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Head Teacher **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.

Related Party Transactions

Please refer to the Academy's Trust Handbook September 2025, issued October 2025

[Academy Trust Handbook - Academy Trust Handbook 2025:effective from 1 September 2025 - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/academy-trust-handbook-2025-effective-from-1-september-2025)

Section Part 5, to ensure that any related party transactions to parties that are connected to any member of the board of trustees will be thoroughly investigated and recorded following the Government guidelines.

It should be noted that if any transaction is approved by the Board that the ESFA need to be notified
The Education and Skills Funding Agency (ESFA) has now been absorbed by the Department for Education (DfE), so "ESFA online collections" now refers to data collection portals managed by the DfE. The primary way to access these collections is through the DfE Sign-in service.

From 1 October 2024 academy trusts should report or seek approval for related party transactions from the Department for Education (DfE) instead of the Education and Skills Funding Agency (EFSA). There has been no change to the process you follow to do this.

Academy trusts must obtain DfE's prior approval, using the online form for related party transactions that start on or after 1 September 2023, and exceed £40,000 for the supply of goods or services to the trust by a related party in the same financial year ending 31 August

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

Appendix 1: governor claim form

THE MILFORD 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 or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to to, Christopher Bramall, School Business Manager, The Milford Academy along with any relevant receipts.

The form should be submitted within 2 weeks 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	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p