

Directors' and Governors' Expenses Policy

(an appendix to the finance policy)

Reviewed Jan 2026

Preston Primary Academy Trust
Directors' and Governors' Expenses Policy

Introduction

This policy has been written to comply with the Charity Commission's guidance (CC11) to Trustees regarding the payment of Trustee expenses and payments and follows its guidance on [Trustee Expenses](#)

This document refers to directors of Preston Primary Academy Trust and governors of any Local Governing Body within the Trust. The term Chair refers to the Chair of the Preston Primary Academy Trust board (for Directors) or the Chair of a Local Governing Body (for LGB governors).

Preston Primary Academy Trust believes that paying Director and Governor allowances, in specific categories set out below, is important in ensuring equality of opportunity to serve as Director/Governor for all members of the community and is therefore an appropriate use of Trust and school funds. The specific items allowable reflect this objective.

Director and Governor Allowances

All Directors and Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair. They will be entitled to claim the actual costs they incur providing the expenses are incurred in carrying out their duties.

- Childcare or babysitting allowances (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).
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
- The cost of travel relating only to travel to meetings/training courses in accordance with the Approved Mileage Rate published by HM Revenue and Customs.
- Reasonable travel and subsistence costs, associated with attending national meetings or training events, unless these costs can be claimed from any other source. Travel costs may include public transport, taxi fares, and petrol allowances to the level permitted by HM Revenue & Customs (HMRC) before tax becomes payable
- Telephone charges, photocopying, stationery, postage etc.
- Any other justifiable allowances as agreed by the Chair (in advance of expenditure being made).

All Directors and Governors acknowledge that:

- They may not be paid attendance allowance.
- They may not be reimbursed for loss of earnings.

Making An Expenses Claim

Directors and Governors wishing to make claims under these arrangements, once prior approval has been sought from the Chair, should complete a claims form (obtainable from the Trust or School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair for final approval.

Reviewed Jan 2026

Next review due 2029