GOVERNOR EXPENSES POLICY

This policy applies equally to all governors, including co-opted members who are members of Committees. It is always open to any individual to choose whether or not to claim, irrespective of the Group's approved policy.

Purpose – The RNN Group Board is committed to the principles of openness and accountability as laid out in the Code of Conduct. In recognition of this, the Board have agreed a policy on payment of expenses to governors which meets the requirements of the Instrument and Articles of Government and arrangements in the Standing Orders and Financial Regulations. The detailed policy which mirrors the Staff Expenses Policy is included as an appendix. The Group values the contribution of its governors and this policy aims to ensure that the voluntary role under which a member of its Board, or a co-opted Committee member is supported. This policy also reaffirms the Board's commitment to ensuring equality of participation for all members.

1. Introduction

1.1 The Education Act (1992) bestowed charitable status on further education corporations which are deemed exempt charities. This relieves the Group of the need to register with, and report to, the Charity Commission although any applications for permissions under charity law must be made to the Charity Commission. The Group comprises a number of unpaid and independent volunteers who serve as the governors.

2. Remuneration

2.1 Except as set out below, members of the Board or co-opted members of a Board Committee shall not normally be remunerated for any kind of service to the Group or loss of earnings or receive any attendance allowance.

2.2 In exceptional circumstances, applications for remuneration may be made to the Charity Commission in line with any guidance issued by the Charity Commission or the Department. Any such applications by the Group would require the approval of the Board prior to submission.

3. Principles

3.1 Governors are entitled to receive reimbursement for expenses incurred while undertaking Board business.

3.2 Expense rates paid to Governors will be the same rates that apply to Group staff.

3.3 Expense claims can be made to cover the costs incurred for travelling to meetings, conferences, and training events; for childcare and care arrangements for dependent relatives and for miscellaneous expenses.

3.4 Receipts need to be made available for all claims except for mileage claims.

3.5 Group expense claim forms are to be used by Governors when claiming expenses.

3.6 Completed expense forms to be sent to the Director of Governance who will keep a record of all claims received.

3.7 The Group to set up an annual budget for Governor's expense claims to allow for monitoring and disclosure in the Group's financial statements.

4. Travel Expenses

Payment will be made for travel expenses incurred in attending Board or Committee meetings or other Group events in line with the Group's arrangements for reimbursing staff travel expenses.

Any costs or expenses incurred as a result of requests made to members (for example, to represent the Board outside the Group or attend meetings in the interests of the Group but outside the Group's premises) should be discussed with the Chair and the Director of Governance and where appropriate will be paid in line with the Group's arrangements for reimbursing similar staff expenses.

3.2 Any travel costs or expenses incurred as a result of attending training or conferences outside the Group's premises will be reimbursed in line with the Group's arrangements for reimbursing similar staff expenses. Any overnight accommodation required whilst attending conference or training events outside the Group premises will be paid by the Group but must be agreed in advance with either the Chair and the Director of Governance.

3.3 Taxi fares to meetings, where there is no reasonable public transport option, and taxi transfers home when there is limited public transport available or where there are concerns for the welfare and safety of the governor may be paid with the prior agreement of the Director of Governance and CEO.

5. Childcare and care arrangements for dependent relatives

5.1 It is acknowledged that there may be certain circumstances where governors may incur costs relating to childcare or care arrangements for elderly or dependent relatives in order to allow them to attend Board or Committee meetings. These will be paid on the basis of actual costs incurred, subject to appropriate evidence being provided.

6. Miscellaneous Allowances

6.1 As far as practicable the Board operates on a paper free basis. Administrative support to Governors is available, however, governors may claim reasonable expenses for costs incurred in carrying out their approved duties.

- Access to technology
- Photocopying or printing; PC ink cartridges;

- Stationery including paper;
- Postage.

7. Payment of Expenses

7.1 Expense claims will only be paid if submitted on the approved form. Governors should claim in the month following the date that the expenses were incurred and claim forms must be submitted to the Director of Governance who will liaise with the Chair for review and approval. The Director of Governance and Principal and CEO will authorise payments in respect of any claims made by the Chair.

7.2 The Chair, Principal and CEO and Director of Governance have the right to ask for additional evidence to support any expense claims made under this Policy. The Director of Governance will maintain a record of claims made including date, name, amount and reason for budget monitoring purposes. Governors' expenses are subject internal and external auditing arrangements and this Policy must be complied with in all cases.

7.3 All claims must be supported by a valid receipt

7.4 Payments will be made by BACs into the Governors bank account.

8. Publication of Expenses

8.1 In the interests of openness and transparency the Group will disclose information on Governors' expenses on request.

A detailed policy including a breakdown of expenses which is in line with the expenses policy for Group staff is included at appendix one.

Date	Version	Summary of changes	Changes made by
21/09/2026	2.0	No changes. The Group's Business, Travel and Expenses Policy was updated in line with HMRC rates on the 30 June 2026 and approved by the Finance and Resources Committee	Search, Governance and Remuneration Committee
11/09/2024	1.0	New policy to accompany the Group's Expenses Policy	Search and Governance Committee