



# Governors' Allowances Policy

(to be ratified by the Full Governing Body on 19<sup>th</sup> December 2017)

Review Cycle: 2 years – Summer term

Review By: Leadership Team, F+A Committee

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## **Purpose of the Policy**

This policy covers in what circumstances payments may be made to governors of the Academy.

## **Introduction**

This policy has been developed in accordance with the DfE document “The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013” These regulations give governing bodies the discretion to pay allowances from the school’s annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

The Academy acknowledges that neither attendance allowance nor compensation for loss of earnings will be paid to governors.

## **Governors’ Allowances Policy**

Alcester Academy Governing Body believes that paying governors’ allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of academy funds. The specific items allowable reflect this objective.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a governor or representative of Alcester Academy Trust and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

- The cost of travel relating only to travel to meetings/training courses
- Vehicle mileage between the trustees home and the meeting destination, via the shortest travel distance, charged at the rate in place at that time as laid down in the financial policies and procedures manual for employees from time to time and which are in accordance with approved HMRC mileage allowances.
- Overnight accommodation, where essential, and where pre-booking through the academy when possible, up to a value as laid down for employees in the financial policies and procedures manual from time to time.
- Standard class travel on public transport, where such means of travel is essential to attend meetings.
- Taxi and other fares to gain access to the meeting location.
- Parking fees where such are in place in the locality of the meeting
- Subsistence in line with the rules and limits laid down for employees in the financial policies and procedures manual.
- Sundry items such as stationery, photocopying and consumables purchased exclusively for the purposes of the academy and which could not be provided by the academy directly.
- The reimbursement of mobile phone calls where the calls can be identified and that pertain solely to the purposes of the academy.
- Postage for matters relating to academy business.
- 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.
- Any other justifiable expenses.
- Governors will be able to claim for expenses incurred as a response to an emergency situation even if not agreed in advance; in this case the Headteacher/SLT will approve reasonable expenditure retrospectively.

**Payment**

Once prior approval has been sought from the F+A Committee, governors should complete a claims form (obtainable from the academy administration office), attaching receipts, and return it to the academy within four weeks of the date when the allowances were incurred. The only exception to this is mileage claims, which must be made using the official Alcester Academy mileage claim form.

Claims will be subject to independent audit and may be investigated by the Chair of Governors or Chair of the Finance and Audit Committee if they appear excessive or inconsistent.

This policy will be reviewed every 2 years.

Signed: \_\_\_\_\_ Chair of Governors

Signed: \_\_\_\_\_ Headteacher

Date: \_\_\_\_\_