



## Governor Allowances Policy

Policy reviewed by Academy Transformation Trust on

Nov 2016

**REVIEW DATE:** November 2019

Improving Education **Together.**



## **Content**

1	Introduction .....	3
2	Allowances .....	3
3	Arrangements for making claims .....	4
	Appendix 1 – Mileage Rates.....	5
	Appendix 2 – Governors’ Expenses Claim Form .....	6

## 1 Introduction

- 1.1 This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the academy's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Academy Transformation Trust 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.
- 1.2 All Governors of an Academy Transformation Trust Academy will be entitled to claim the actual costs, which they incur, providing the allowances are incurred solely in carrying out their duties as a Governor or representative of Academy Transformation Trust.

## 2 Allowances

- 2.1 Governors will be able to claim for the following:
- The cost of travel relating only to travel to meetings at a rate which does not exceed the specified rates for Academy personnel (see appendix 1);
  - Travel and subsistence costs, payable at the specified rates for academy personnel, associated with attending national meetings or training events/courses, unless these costs can be claimed from any other source;
  - Telephone charges, photocopying, stationery, postage etc.
- 2.2 Governors will be able to claim for the following only in exceptional circumstances and subject to the prior approval of the Chair of Governors and Academy Transformation Trust:
- Overnight accommodation and subsistence costs
- 2.3 Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
- 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.
- 2.4 **The Local Governing Body acknowledges that:**
- Governors may not be paid attendance allowance;
  - Governors may not be reimbursed for loss of earnings.

### **3 Arrangements for making claims**

- 3.1 Governors wishing to make claims under these arrangements, once prior approval has been sought where necessary, should complete a claims form (obtainable from the Clerk) on a termly basis, attaching receipts in all cases, and return it to the academy where they will be submitted for approval to the Chair of Governors.
- 3.2 Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

## Appendix 1 – Mileage Rates

<b>APPROVED MILEAGE RATES</b>		
	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 in the tax year</b>
<b>Cars and vans</b>	45p	25p

### Subsistence

This will only be paid where overnight accommodation has been exceptionally agreed.



## Appendix 2 – Governors’ Expenses Claim Form

<b>Name:</b>	<b>Academy:</b>
<b>Address:</b>	<b>Date:</b>
<b>Post Code:</b>	<b>Claim for Spring/Summer/Autumn term</b> <i>(please delete as applicable)</i>

<b>Expense</b>	<b>Cost</b>
Travel to meetings by public transport	
Travel to meetings by car Miles claimed at 45p per mile: Miles claimed at 25p per mile:	
Travel/subsistence to national meetings or training events/courses	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	

I claim the total sum of £ \_\_\_\_\_ for governor expenses as detailed above. I attach all relevant receipts to support my claim.

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

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