

# Governors' Allowance Policy



## **Governors' Allowance Policy**

This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Local 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. Local Governing Bodies within our MAT believe that paying Governors' expenses everywhere, 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 school funds. The specific items allowable reflect this objective.

**From 6.12.17 all Governors within our MAT will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of our MAT schools, and are agreed by the Executive Principal that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Local Governing Body:
  - Childcare costs (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 courses at a rate consistent with HMRC allowances.
  - Travel and subsistence costs associated with attending national meetings or training events;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

**The Local Governing Bodies within our MAT acknowledge that:**

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

Governors wishing to make claims under these arrangements must:

- Obtain prior approval from the Chair of Governors or the Chair of Finance;
- Complete a claim form - see Appendix 1. Forms are also obtainable from the School Office;
- Attach receipts;
- Return form to the School Office within two weeks of the date when the allowances were incurred.

The claim will be submitted for approval by the budget holder and will be processed as quickly as possible thereafter.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

Date of approval: Autumn 2 2017

Signature: Accounting Officer

Signature: Chair of Finance Committee

Renewal Date:

A signed copy is kept on file in the Executive Principal's MAT office and with Office Managers in all Academy School Offices.

Appendix 1

**Model Claims Form**

<b>Name:</b>	<b>Name of School:</b>
<b>Address:</b>	<b>Date:</b>
<b>Post Code:</b>	<b>Claim Period:</b>

I claim the total sum of £\_\_\_\_\_ for Governor expenses as detailed below.  
I have attached relevant receipts to support my claim.

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

	£	p	p
Child care expenses			
Care arrangements for an elderly or dependent relative			
Support for Governors with special needs			
Support for Governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to the school you serve as a Governor:

Office Manager School Office <b>Clifford Bridge Academy</b> Coombe Park Road Coventry CV3 2PD <a href="mailto:admin@cliffordbridgeacademy.org">admin@cliffordbridgeacademy.org</a>	Office Manager School Office <b>Hearsall Community Academy</b> Kingston Road Coventry CV5 6LR <a href="mailto:admin@hearsallacademy.org">admin@hearsallacademy.org</a>
Office Manager School Office <b>Walsgrave CE Academy</b> School House Lane Coventry CV2 2BA <a href="mailto:admin@walsgraveacademy.org">admin@walsgraveacademy.org</a>	Office Manager School Office <b>Whittle Academy</b> Narberth Way Coventry CV2 2LH <a href="mailto:admin@whittleacademy.org">admin@whittleacademy.org</a>