



## **Governors' Allowances Policy**

<b>Issue No</b>	3
<b>Date issued</b>	February 2018
<b>Date Approved by Governors</b>	February 2018
<b>Review date</b>	January 2019

## Governors Allowances Policy

### 1. Aims

The Governing Body has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a Governor on the grounds of cost.

### 2. Legislation and guidance

The [Governance Handbook](#) (section 4.6.1, paragraph 52) says that Boards in Academies are free to determine their own policy on the payment of allowances and expenses.

### 3. Overview

Members of the Governing Body may claim allowances to cover expenditure necessary to enable them to perform their duties. This does **not** include an attendance allowance, or payment to cover loss of earnings.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by Resources Committee **before** they are incurred. Members of the Governing Body may claim allowances by completing the Westfield Academy Travel Expenses and Subsistence Allowance Claim Form and submitting it to Chair of Finance of the Resources Committee during the Resources Meeting.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the Governing Body may claim for:

- Travel and subsistence costs. Travel expenses where a Governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates and Westfield Academy approved rates paid to staff.
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

The Headteacher and/or Chair of Governors may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.