



Governors' Allowances Policy

Agreed by:

Signature (Chair of Governors):

Date of next review: February 2016

Governor Allowances Policy

This policy has been developed in accordance with the Education (Governors' Allowances) Regulations 2013. 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.

The Local 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.

All Governors (including associate members) of the Academy will be entitled to claim the actual expenditure incurred:-

- 1 Governors will be able to claim expenses incurred solely in carrying out their duties as a Governor or as a representative of the Academy
- 2 Governors will be able to claim for the following:-
 - Telephone charges
 - Photocopying costs
 - Stationary and postage
 - Travel, mileage and subsistence expenses, payable at the specified rates for Academy personnel, associated with attending meetings or training events/courses, unless these costs can be claimed from any other sources
 - Approved Mileage rates for cars and vans:

Business	:	45.00p per mile
Training	:	36.61p per mile
Back Passenger	:	3.18p per mile

The Local Governing Body acknowledges that:-

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

All expenses and mileage claims should be submitted using the relevant expenses and mileage claim form and attaching receipts (VAT receipts where applicable) within 14 days of the date when the expenses were incurred. The claim form will be submitted for the approval of the Strategic Business Manager.

Expenses claim forms will be subject to independent audit and maybe investigated by the Strategic Business Manager and the Chair of Governors if they appear excessive or inconsistent.

The policy will be reviewed annually.