

TITLE: Governors Allowance Policy	REF: GOV001	VERSION: 1
APPROVAL BODY: ALET Board	DATE: 21.03.18	REVIEW DATE: 20.03.19
LEAD PERSON: Clerk		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1. 21.03.18	Clerk/ ALET Board	New Policy – Adapted Model Policy from The Key for Governance

## GOVERNOR ALLOWANCE POLICY

### 1. Aims

The governing board 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.

This policy complies with our funding agreement and articles of association.

### 3. Overview

Members of the governing board 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.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to Clerk at Activate Learning Education Trust.

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 board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.

- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Clerk **before** they are incurred.

The chair of the Trust (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

#### **4. Monitoring arrangements**

This policy will be reviewed annually by the Clerk and approved by the ALET Trust board. Any amendments will be presented at a meeting of the full governing board.

