



# **GOVERNOR ALLOWANCES POLICY**

<b>FINAL Version 12 Aug 15</b>
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## 1. Policy Statement

- 1.1 This Policy is subject to the published Equality Information, in line with the Equality Duty 2011 and is underpinned by the Christian beliefs and values of our Academy Trust.

## 2. Introduction

- 2.1 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 expenses which they incur in varying out their duties. Peterborough Diocese Education Trust (PDET) believes that paying governors' allowances to members of local governing bodies of PDET academies ('governors') 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.

## 3. All governors will be entitled to claim the actual costs, which they incur as follows:

- 3.1 Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of their academy, and are agreed by the academy local governing body that they are justified before any reimbursable costs are incurred.
- 3.2 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 or baby-sitting 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;
  - The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile which does not exceed the specified rates for academy personnel;
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

**4. It is acknowledged that:**

- Governors will not be paid an attendance allowance
  - Governors will not be reimbursed for loss of earnings
- 4.1 Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the academy Business Manager), attaching receipts where possible, and return it to the academy within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee (which meets at least once per half-term) for final approval.
- 4.2 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.

## APPENDIX 1

### Governor Allowances Claim Form

<b>Name:</b>	<b>Date:</b>
<b>Address:</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.....

	£	p
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		
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>		