



MARISH

Academy Trust



Governor Allowances Policy

November 2016

Introduction

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations as outlined in the updated DFE Governors handbook published in May 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. Marish Academy Trust 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.

Governors will be able to claim expenses/allowances as outlined below, providing the expenses/allowances are incurred in carrying out their duties, as a Governor or representative of Marish Academy Trust and are agreed by the Strategic Board that they are justified before any costs are incurred:

1. Travel and subsistence

Mileage may be claimed for distances exceeding 1 mile each way for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the HM Revenue and Customs rate for mileage and fuel allowances (currently 40p per mile). The regulations referred to the above stipulate that, the rate of reimbursement must not exceed the maximum level of the rates published by HM Revenue and Customs.

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

2. Child care or babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child (ren).

3. Care arrangements for an elderly or dependent relative

Costs may be claimed for situations similar to those for child care.

4. Telephone charges, photocopying, stationery, etc

Where a governor is unable to use the Academy Trust's facilities for any of the above, a claim for reimbursement may be made. Receipted accounts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

5. Other Allowances

The above list is not exhaustive and the Governing Body will take account of their individual needs, for example, to consider the inclusion of other criteria such as reimbursement for the provision of equipment and/or support for governors with special needs or where an individual's first language is not English.

Making a claim

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial. Claims should be authorised by the Chair of Governors or another member of the Audit Committee and submitted to the Executive lead for Finance for payment. The Executive lead for Finance will make provision within the delegated budget of the Trust for Governor allowances of up to £500 annually. The policy and amounts payable will be reviewed on a biannual basis by the Strategic Board.

This policy applies equally to all categories of governor, including associate members.

Policy Review

The policy will be reviewed in November 2018

Signed _____ Date _____

Chair of the Strategic Board