



ANSFORD ACADEMY
LEARNING TOGETHER TO LEAD OUR LIVES

Governor Allowances Policy

Status:	Recommended
Adopted:	July 2023
Renewal Period:	Yearly
Next Review:	July 2024

Section A: 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.

Section B: Legislation and Guidance

The legislation on governors' allowances is set out in the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6. The Governance Handbook (section 4.7.1, paragraph 73) says that boards in academies are free to determine their own policy on the payment of allowances and expenses. This policy complies with our articles of association.

Section C: 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 (available from the Finance Office) and submitting it to the Clerk to the Governors within 2 weeks of incurring the expenditure.

Allowances will only be paid on the provision of an itemised 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 (agreed in advance).

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Governors or the Chair of Finance, Business, Audit & Risk Committee before they are incurred.

The Chair of Governors (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 and will be paid at the current approved mileage rate for school staff.

Section D: Monitoring Arrangements

This policy will be reviewed annually and approved at a meeting of the full governing board.