



**GEORGE
SALTER
ACADEMY**

Governor Allowances Policy

Agreed by/on behalf of LGB: 07/10/15

Review: Autumn 2016

Signature (Chair of Governors):

Governor Allowances Policy

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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 costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred solely in carrying out their duties as a Governor or representative of the Academy
2. Governors will be able to claim for the following:
 - The cost of travel relating only to travel to meetings at a rate which does not exceed the specified rates for Academy personnel (see appendix 1)
 - Travel and subsistence costs, payable at the specified rates for Academy personnel, associated with attending national meetings or training events/courses, unless these costs can be claimed from any other source
 - Telephone charges, photocopying, stationary, postage etc.

The Local Governing Body acknowledges that:

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

Governors wishing to make claims under these arrangements, once prior approval has been sought where necessary, should complete a claims form (obtainable from the Clerk) on a termly basis, attaching receipts in all cases, and return it to the Academy where they will be submitted for approval to the Chair of Governors or Chair of the Finance and General Purposes Committee.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or the Chair of the Finance and General Purposes Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.

Appendix 1

Mileage rates (as at 1 December 2008)

APPROVED MILEAGE RATES		
	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and Vans	45p	45p
Motor Cycles	24p	24p

Appendix 2

Governors' Expenses Claim Form

Name:	Academy Name:
Address:	Date:
Post Code:	Claim for Autumn/Spring/Summer term <i>(please delete as applicable)</i>

I claim the total sum of £ _____ for Governor expenses as detailed below. I attached relevant receipts to support my claim.

Signed: _____

	£	P
Travel to meetings by public transport claimed at approved mileage rate.		
Miles claimed: @		
Travel to meetings by car		
Miles claimed: @		
Travel/subsistence to national meetings or training events/courses		
Telephone charges		
Postage		
Photocopying		
Stationary		
Other (please specify)		
Total expenses claimed:		