



Governor allowances policy

March 2019

Office use

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Associated documents:			
Links to:			
http://www.dalp.org.uk/documents/Policies/ExpensesandBenefits.pdf			

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1 Policy statement

1.1 The Governors and Trustees of Diverse Academies play an important part in the leadership and management of our academies. They give significant amounts of time to their work and may, on occasions, be out of pocket, even if their employer is one that gives time off with pay for governor duties.

1.2 The Education (Governors' Allowances) Regulations 2003 relates to schools maintained by the Local Authority. These regulations allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty". Diverse Academies, as a group of academies has agreed to adopt these Regulations.

1.3 There is no legal obligation to pay such expenses; it is left to the discretion of the Trust/individual academies to decide whether to pay expenses.

2 Scope and purpose

2.1 At Diverse Academies we will pay allowances, out of the individual academy budget, for reasonable expenses incurred in pursuit of governor activity which has previously been agreed with the Chair of Governors. The specific information about who has claimed and the reason will remain confidential, however governors at finance portfolio teams may receive a total of the amounts claimed in each category for monitoring purposes.

2.2 Allowable expenses include:

- a. care arrangements for a dependent relative (including childcare, baby sitting or care of an elderly dependent)
- b. telephone charges, photocopying and stationery
- c. travel and subsistence - travel expenses must be paid at a rate not exceeding the maximum level of the HM Revenue and Customs recommended mileage rate
- d. additional expenses incurred by governors with a special need
- e. additional expenses incurred by governors whose first language is not English

3 Claiming expenses

Governors are asked to claim termly in arrears, prior to the end of the financial year in question. Claims should be made on the agreed expenses claim form, supported by independent receipts, to the Trust Company Secretary if it is for Trust business or the Chairman of Governors at the academy for academy related expenditure.

4 Acceptable mileage

Acceptable published mileage allowances between Diverse Academies may be claimed without referral. <http://www.dalp.org.uk/documents/Policies/ExpensesandBenefits.pdf> These mileages are academy to academy, however governors may claim home to academy mileage (as checked by RAC auto route) to the academy they are visiting.

5 Responsibility for implementing the policy

The Trust Partnership Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework.

This policy is reviewed annually by the Trust we will monitor the application and outcomes of it to ensure it is working effectively.

Policy reviewed March 2018 – no changes made.

Review date March 2019 – policy reviewed March 2019 – no significant changes made