



GOVERNORS ALLOWANCE POLICY

EFFECTIVE DATE

OCTOBER 2019

DOCUMENT CONTROL

Author/Contact	Frances Sharp - Clerk to Governors	
Version	01	
First Publication Date	October 2019	
Linked documents	Governor Code of Conduct	
Last reviewed on:		
Next Review Date due by	October 2022	
Approved by:	Trustees	Date: October 2019
<p>Distribution: Trustees/Governors</p> <p>Please note that the version of this document contained within the VLE is the only version that is maintained. Any printed copies should therefore be viewed as “uncontrolled” and as such, may not necessarily contain the latest updates and amendments.</p>		

1. Introduction

- In the policy, the term “governors” means all trustees (also known as directors) and all governors within the Future Schools Trust (the “Trust”).
- Future Schools Trust has decided to pay reasonable allowances to cover any costs that members of the board or its committees incur through carrying out their duties. This policy sets out the terms on which such allowances will be paid.
- By adopting this policy, the Trust will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.
- Any exceptions to this policy must be justified and approved by the Trust’s Resources Committee before any reimbursable costs are incurred and reimbursements made.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of allowances and expenses. This policy complies with our funding agreement and articles of association.

3. Overview

In accordance with the Academies Financial Handbook, governors may claim allowances, reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings or in carrying out their duties as governors in the Trust. This does **not** include an attendance allowance, or payment to cover loss of earnings.

4. Entitlements

All governors of the Trust are entitled to claim the actual costs they incur for the following:

- The cost of using their own car to travel to meetings/training courses in accordance with the Trust’s approved mileage rates (currently .40p per mile).
- For public transport, actual costs incurred. Where more than one class of fare is available, the rate shall be limited to second class fares. The cost of travel by taxi will also be reimbursed in reasonable circumstances.
- Subsistence: if additional expenses are incurred because work as a governor requires taking meals (ie breakfast, lunch or dinner) away from Trust premises, reimbursement will be made for reasonable items bought on the day of the claim.
- Telephone charges, photocopying, stationary, postage or other reasonable out of pocket expenses.
- Where practical, however, governors are expected to make use of administrative facilities made available by the Trust.
- Any other justifiable expenses with prior approval of the Trust’s Resources Committee.

5. Submitting Claims

- Governors may claim allowances by completing a claim form (Appendix 1) and submitting it to Carly Johnson, Director of Finance (carly.johnson@futureschoolstrust.com) or c/o Reception, New Line Learning Academy.
- Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt. Claims should be submitted at least termly.
- A Governor must have their expenses signed off by the appropriate Chair of LGB (or the Chair of

the Trust Board for trustees/directors). If an LGB Chair submits a claim, it must be signed by the LGB Vice-Chair.

- Should the Chair of the Board of Directors make an expense claim, this must be signed of by the Chair of the Resources Committee.

6. Transparency

- The total value of claims made per year to governors will be declared in a note to the Trust Financial Statements at the end of each financial year.
- Claims will be subject to independent audit and may be investigated, as appropriate, by the LGB Chair or the Chair of the Board if they appear excessive or inconsistent. If the matter concerns a claim made by the Chair, then the appropriate Vice Chair will carry out the investigation.

7. Monitoring, Evaluation and Review

This Resources Committee will review this policy every three years and assess its implementation and effectiveness.

Appendix 1: Governor Claim Form

[School name]

Governor claim form

Name:

Address:

Claim period:

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

BACS Information

Sort Code:

Account No:P

EXPENSE TYPE	£
Travel or subsistence (0.40 p per mile)	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

Authorised by:

(see policy for approval levels)

Signed: _____

Date: _____

Note: This form should be submitted

- with any relevant receipts submitted
- within 4 weeks of the expenses being incurred.