



Governors Allowances Policy

Last reviewed: October 2014

This document applies to all academies and operations of the Vale Academy Trust: www.vale-academy.org

Document Control			
Review period	36 Months	Next review	October 2017
Owner	Finance Director	Approver	Board of Directors
Category	Public	Type	Global

1 INTRODUCTION

- 1.1 In accordance with the Academies Financial Handbook governors may claim for 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 of the Academy.
- 1.2 Governors are not entitled to receive remuneration for their work as governors and may not claim for actual or potential loss of income or be paid attendance allowances.
- 1.3 The Vale Academy Trust believes that reimbursing governor' expenses, in the specific categories set out, is important in ensuring equality of opportunity to serve as governors for all members of the community and is therefore an appropriate use of Academy funds.
- 1.4 Any exceptions to this policy must be justified to and approved by the Governors' Finance & Operations Committee before any reimbursable costs are incurred and reimbursements made.

2 ENTITLEMENTS

- 2.1 All governors of the Trust are entitled to claim the actual costs they incur for the following:
 - i The cost of using their own car to travel to meetings/training courses off campus in accordance with the Trusts approved mileage rates.
 - ii 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.
 - iii Subsistence: if additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from the Academy, reimbursement will be made for reasonable items bought on the day of the claim.
 - iv Telephone charges, photocopying, stationery, 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.
 - v Any other justifiable expenses with prior approval of Finance Committee.

3 SUBMITTING CLAIMS

- 3.1 Governors wishing to make claims under these arrangements, should complete a claims form (attached and available from the Clerk to the Governors),

attaching receipts where applicable, and return it to the Finance Office within each Academy. Claims should be submitted at least termly.

4 TRANSPARENCY

- 41 The total value of claims paid per year to Governors will be declared in a note to the Academy Financial Statements at the end of each financial year.
- 42 Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

5 MONITORING, EVALUATION AND REVIEW

- 51 The Finance & Operations Committee will review this policy every two years and assess its implementation and effectiveness.

Claims Form for Governor Allowances

Name:	Date:
Address:	
Post Code:	Claim Period:

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Travel to Meetings/training courses (include dates and place of meetings):		
Travel/Subsistence to meetings or training events:		
Telephone Charges:		
Postage:		
Stationery and Photocopying:		

I claim the total sum of £ for governor expenses as detailed above. I have attached relevant receipts to support my claim.

Signed: Date:

Approved by: Date: