

## **Looe Community Academy Trust**

### **Governors' Allowances Policy - December 2013**

This policy statement has been developed in accordance with the Education (Governors' Allowances) (England) Regulations 2003.

The Department of Education considers that governors should not be out of pocket and should be able to claim allowances for legitimate and necessary expenses incurred in carrying out their governance duties.

These regulations give Governing Bodies the discretion to pay allowances from the Academy's annual budget allocation to governors for certain allowances for which they incur additional costs in carrying out their governance duties.

Looe Community Academy Trust's Governing Body believes that the paying of governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as a governor for all members of the community thereby being an appropriate use of Academy funds; the specific items allowable reflect this objective.

The allowances paid should relate to actual costs incurred, apart from mileage costs. Travel expenses must be paid at a rate not exceeding the maximum level of the Inland Revenue authorised mileage rate. Other governors' expenses must be paid only on provision of a receipt and at a rate determined by the Governing Body, and will be limited to the amount shown on the receipt.

All governors of Looe Community Academy Trust will be entitled to claim the actual cost (or published mileage rate), which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are necessarily incurred in carrying out their governance duties as a governor or representative of Looe Community Academy Trust.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner)
  - Cost of arrangements for an elderly or dependent relative (excluding payments to current/former spouse or partner)
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
  - Travel and subsistence rates relating only to travel to meetings/training courses, at rates that do not exceed those specified in the Finance Policy for Academy staff
  - Telephone charges, photocopying, stationery, postage etc
  - Any other justifiable allowances

## **DfE Regulations: Paying Allowances to School Governors (September 2003)**

### Key Messages:

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate expenses where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LA may pay governor expenses.