



ST. MARY'S
ACADEMY TRUST

St Mary's Academy Trust

Governor Allowances Policy

Date agreed by Board.....20 March 2023.....

Date to be reviewed.....20 March 2023.....

St Mary's Academy Trust Local Governing Bodies 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 school funds. The specific items allowable reflect this objective.

All governors of St Mary's Academy Trust Local Governing Bodies 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 in carrying out their duties, as a Governor or representative of St Mary's Academy Trust, and are agreed by the Trust Board that they are justified before and reimbursable costs are incurred.

2 Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Board:

- Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a 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;
- The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile which does not exceed the specified rates for school personnel;
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Trust Board 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, should complete a claims form (obtainable from the Chief Executive Officer), attaching receipts where possible, and return it to the Trust within two weeks of the date when the allowances were incurred, where they will be presented to the Board.

Claims will be subject to independent audit and may be investigated by the Board if they appear excessive or inconsistent.

Governor Allowances Claim Form

Name:	Date:
Address:	
Claim Period:	

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

Signed.....

	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			