



TRUSTEES AND GOVERNORS' ALLOWANCES POLICY

Trustees and Governors' Allowance Policy

Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout the Trust. The board will review the policy annually, unless there are significant changes in the interim period.

Signed



On behalf of Rushey Mead Educational Trust

Date 24.11.2015

Next Review due: June 2016

This policy was adopted by the Local Governing Body of _____

Signed

On behalf of the Local Governing Body

Date

Version	Date	Author	Reason for Change
0.1	13.08.2015	CJO	Amended policy to reflect conversion to academy status.
0.2	21.09.2015	DWY	Review of roles

Governors' Allowance Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the academy's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Rushey Mead Educational Trust 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.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Rushey Mead Educational Trust, and are agreed by the respective Finance and General Purposes Committee that they are justified before any reimbursable costs are incurred.

Governors will be able to forward a claim for consideration (on a case-by-case basis) for the following:

- 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 costs, payable at the current rates, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
- Any other justifiable allowances.

Rushey Mead Educational Trust 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 agreement has been sought, should complete a claims form (obtainable from the Academy Office), attach receipts and return it to the respective Academy within two weeks of the date when the allowances were incurred.

Authorisation will be sought from the CEO or Chair of Governors. In the case of the CEO authorisation will be sought from the Chair of the Trustees.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.