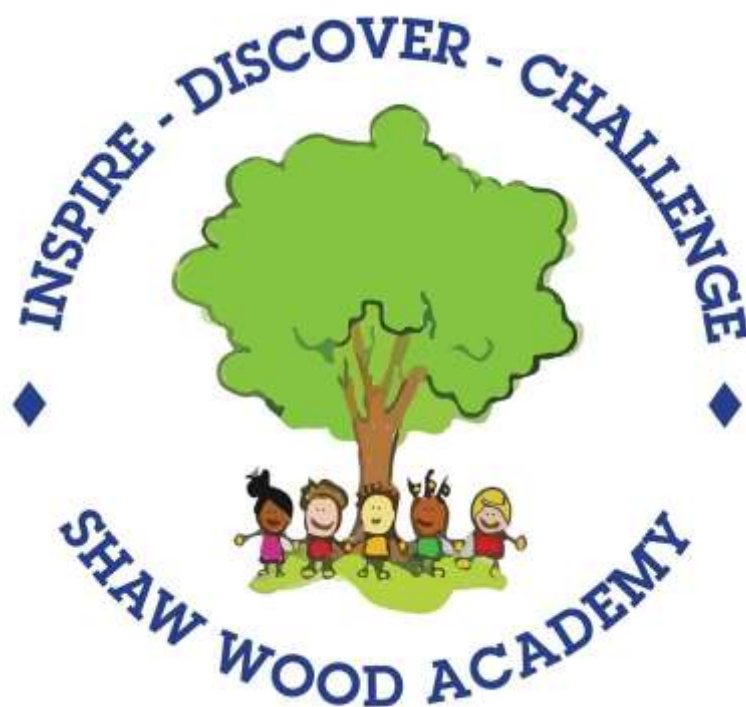


# **SHAW WOOD ACADEMY**



## **Governors Allowances** **Policy**

Date Prepared : September 2021	Prepared By : MR	Reviewed Date : September 2023
Approved By Governors :	Signed By Chair :	Dated By Chair :

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## 1. Aims

The governing body has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

## 2. Legislation and guidance

The [Governance Handbook](#) (section 4.6.1, paragraph 52) 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

Members of the governing body may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing body may claim allowances by completing a claim form (see appendix 1) and submitting it to the school business manager.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing body may claim for:

- **Extra costs incurred because they have a special need or English as a second language**
- **Travel and subsistence costs**
- **Telephone charges, photocopying, postage, stationery, etc.**
- **Other justifiable allowances**

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the governing body **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

## 4. Monitoring arrangements

This policy will be reviewed every two years by the governing board. Any amendments will be presented at a meeting of the full governing board.

## Appendix 1: governor claim form

**SHAW WOOD ACADEMY**

**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.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Expense type	£
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to Matthew Ridley along with any relevant receipts.

The form should be submitted within 2 weeks of the expenses being incurred.

## Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p