



## **Governors' Allowances Policy**

Last reviewed: January 2019

This document applies to all academies and operations of the Vale Academy Trust: [www.vale-academy.org](http://www.vale-academy.org)

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## **1 INTRODUCTION**

- 1.1 In this policy, the term 'governors' means all trustees (also known as directors) and all governors within the Vale Academy Trust (the 'Trust').
- 1.2 In accordance with the [Academy Trust 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 in the Trust.
- 1.3 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.
- 1.4 The 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 Trust funds.
- 1.5 Any exceptions to this policy must be justified to and approved by the Trust's 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 Trust's 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 Trust premises, 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 the Trust's Finance & Operations Committee.

### **3 SUBMITTING CLAIMS**

- 3.1 Governors wishing to make claims under these arrangements, should complete a claim form attaching receipts, where applicable, and return it to the Finance Director of the Trust. Claims should be submitted at least termly.
- 3.2 A governor must have their expenses signed off by the appropriate Chair of the LGB (or the Chair of the Trust Board, for trustees/directors). If an LGB Chair submits a claim it must be signed by the LGB Vice-Chair. Should the Chair of the Board of Directors make an expense claim this must be signed by the Chair of the Trust Finance & Operations Committee.

### **4 TRANSPARENCY**

- 4.1 The total value of claims paid per year to governors will be declared in a note to the Trust Financial Statements at the end of each financial year.
- 4.2 Claims will be subject to independent audit and may be investigated, as appropriate, by the LGB Chair or the Chair of the Board if they appear excessive or inconsistent. If the matter concerns a claim made by a Chair, then the appropriate Vice Chair will carry out the investigation.

### **5 MONITORING, EVALUATION AND REVIEW**

- 5.1 The Trust Finance & Operations Committee will review this policy every three years and assess its implementation and effectiveness.