



# **MEMBERS', DIRECTORS', GOVERNORS' ALLOWANCES POLICY**

Ratified: **Summer 2019**

To be reviewed: **Every 2 years**

Next review: **Summer 2021**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give governing bodies the discretion to pay allowances, from the school's annual budget allocation, to governors for certain allowances which they incur in carrying out their duties. This discretion is also recognised with respect to members and directors in the Trust's Funding Agreement with the Department for Education and within its Articles of Association. The Board of Directors will also take full account of the Academies Handbook 2018.

These regulations give Governing Bodies the discretion to pay allowances from the school's delegated budget allocation to governors for certain expenses which they incur in carrying out part of their governor duties.

The GET Board/Local Governing Bodies believe that paying members'/directors'/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 are entitled to claim the actual costs which they incur as follows:

1. Members/Directors/Governors will be able to claim allowances providing the expenses are incurred wholly in carrying out their duties, as a Governor or representative of The Genesis Education Trust, and are agreed by the Chair of Finance and Premises as justified before any reimbursement of costs is made.
2. Members/Directors/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 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 24 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 LEA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

The GET Board/Local Governing Bodies acknowledge that:

- Members/Directors/Governors may not be paid attendance allowance;
- Members/Directors/Governors may not be reimbursed for loss of earnings.

### Governors

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

### Members/Directors

Members/Directors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching valid VAT receipts where appropriate, and return it to the School Office within two weeks of the date when the expenses were incurred, by the Chair of the GET Finance Sub-Board to be presented to the GET Finance Sub-Board for final approval.

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

# GET Members Directors and Governors Expenses Claim Form

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

Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Claim Period: \_\_\_\_\_

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

## Amount Claimed (£)

\_\_\_\_\_ 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**

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

Print Name: \_\_\_\_\_

Once completed, this form should be submitted in a sealed envelope to: Chief operations officer c/o School Office,  
St. Mary's: Brooke Rd, Walthamstow E17 9HJ  
St. Saviour's: Verulam Avenue, Walthamstow, London E17 8ER  
St. Margaret's: 15-19 North Street, Barking, Essex, IG11 8AS

For Office Use:

Authorised By:  
*Chief operations officer*

Approved: Y / N

Date:

Paid (Date):  
Chq. No:



