

# Torfield and Saxon Mount Academy Trust



## Governor and Trustees Allowance Policy

July 2017

### 13. Directors' and Governors' Allowance Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give 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. The Federation of Torfield School & Saxon Mount Community School Trust believes that paying allowances, in the specific category as set out below, is important in ensuring equality of opportunity to serve for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

From the date of appointment all directors and governors of the Federation of Torfield School & Saxon Mount Community School will be entitled to claim the actual costs, which they incur as follows:

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of the Federation of Torfield School & Saxon Mount Community School, and are agreed by the Chair of the Board that they are justified before any reimbursable costs are incurred.

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

- The cost of travel relating only to travel to meetings away from the schools/training courses at the specified rates for school personnel;

In exceptional circumstances, the Chair of the Board has discretion to authorise other payments.

The Trust at the Federation of Torfield School & Saxon Mount Community School acknowledges that:

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

Directors/Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of the Board. Claims will be subject to independent audit and may be investigated by the Chair of the Board if they appear excessive or inconsistent.

Governors will be given a pack of printing paper each year. They may claim for the cost of one ink cartridge annually on submission of a receipt to the Federation Director of Resources.

This policy will be reviewed annually as part of the Governor Handbook.

Signed \_\_\_\_\_ (Chair of Directors) Date \_\_\_\_\_

