

# Warriner Multi Academy Trust

Registered in England & Wales Company No. 9696059

## Director and Governors Allowances Policy

### Aims

The Directors of the Warriner Multi Academy Trust believe that paying directors and governors allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as directors and governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

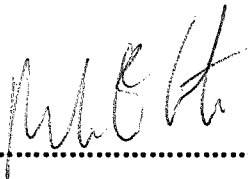
### Objectives

- To meet the statutory guidance relating to governor expenses and has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations 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. **Appendix 1**
- To make clear to directors and governors what expenses can be claimed and how. **Appendix 1 and Appendix 2**

### Roles and Responsibilities

- Directors allowances will be preapproved by the Chair of the Directors and where the claimant is the Chair of Directors by the CEO.
- Governor allowances will be preapproved by the Chair of Governors.
- The implementation and monitoring of this policy has been delegated to the Head Teachers of each school for Governor claims and to the CEO for Director claims, who will ensure that the claim form is signed by the approving person as set out above before a claim is paid. They will ensure that records of payments are kept and reported to the relevant finance committee when requested.

**This policy was approved by The Central Services Committee of the Warriner Multi Academy Trust Board of Directors on 26<sup>th</sup> April 2016 on behalf of and for implementation in all the schools in the WMAT.**

Signed by.....  ..... 5/5/16 ..... Chair of Committee

**Review Due; February 2019**

## **Appendix 1 – Directors and Governors Allowances policy**

**All Directors of the WMAT and all governors of schools within the WMAT will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of the WMAT or a WMAT school, and are agreed by the relevant person that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with prior approval:
  - 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 LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

**The Directors of the WMAT and the Governing Bodies of its schools acknowledges that:**

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

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete the claims form below, 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 relevant body and added to the report to be presented to the relevant bodies Finance Committee when requested.

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.

## Governor/ Director Allowances Claim Form

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	
<b>Name of Academy expenses incurred on behalf of:</b>	

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

Signed.....

	£
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)	
<b>TOTAL EXPENSES CLAIMED</b>	

