



THE **MARSH** ACADEMY

The Marsh Academy **Policy on Governors' Allowances**

This policy 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. The Marsh Academy Governing Body believes that paying 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 of the school will be entitled to claim the actual costs they incur, on a case-by-case basis and with the prior approval of the Chair of Personnel & Finance:-

- Allowances. These may be claimed providing the allowances are incurred whilst carrying out their duties as a Governor or representative of The Academy. It must be agreed by the Chair of Personnel & Finance that they are justified before any reimbursable costs are incurred.
- 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 40 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 Governing Body at The Marsh Academy acknowledges that:

- Governors may not be paid attendance allowance.
- 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 a claims form (obtainable from the Clerk). This should then be returned to the school within 2 weeks of the date when the allowances were incurred and receipts should be attached where possible. This will then be submitted for approval by the Chair of Governors or Chair of Finance, to be presented to the Personnel & Finance Committee (which meets at least once per term) for final approval.

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