



Governors Allowances Policy

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1 Introduction

1.1 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 costs which they incur in carrying out their duties. The Constellation Trust 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.

2 Governors Entitlement

2.1 All Governors of the Constellation Trust will be entitled to claim the actual costs which they incur as follows:

2.1.1 Governors will be able to claim expenses providing the costs are incurred in carrying out their duties as a Governor or representative of The Constellation Trust and are agreed by the Chair of the Board of Directors (on behalf of the Governing Body), and the Executive Head/CEO in advance, and are justified before any reimbursable costs are incurred.

2.1.2 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/Babysitting allowances (excluding payments to family members)
- Cost of care arrangements for an elderly or dependant relative where the Governor is the primary carer.
- Extra costs incurred 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 mileage rate equivalent to that paid to staff of the Trust or the equivalent second class rail fare.
- Travel and subsistence costs associated with meetings they are requested to attend on behalf of the Governing Body in line with those paid to Trust staff.
- Telephone, photocopying, stationery and postage charges incurred as a result of their duties as a Governor of the Trust.
- Any other justifiable expenditure incurred as a result of their role as a Governor of the Trust.

2.2 The Governing Body of the Constellation Trust acknowledges that:

- Governors may not be paid an attendance allowance
- May not be reimbursed for loss of earnings

Governors wishing to make a claim under the arrangements detailed above, once prior approval has been given must complete an expenses claim form (obtainable from the Trust Finance Office), attaching receipts where possible, and return to the Academy Finance Office as soon as possible after the expense has been incurred. Once the claim form has been authorised by the Chair of the Board of Directors or the Executive Head/CEO, a BACS payment will be made to the bank account provided by the Governor. Claims will be subject to independent audit and may be investigated further if they appear excessive or inconsistent.