



An Daras Multi Academy Trust

Governor/Director Allowances Policy

The An Daras Multi Academy Trust (ADMAT) Company

An Exempt Charity Limited by Guarantee

Company Number/ 08156955.

Status: Approved	
Recommended	
Statutory	Yes
Version	v1.0
Adopted v1.0	Sept 2014
First Review v1.0	Oct 2016
Next Review v1.1	Oct 2017
Advisory Committee	ADMAT Finance and Strategic Development
Linked Documents and Policies	EFA Academy Financial Handbook



Governor/Director Allowances Policy

Statement

This policy statement (v1.1) 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/directors for certain allowances which they incur in carrying out their duties. ADMAT Governing Bodies and Board of Directors believe that paying allowances in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors/directors for all members of the community and so is an appropriate use of academy funds. The specific items allowable reflect this objective,

All governors and directors of ADMAT schools will be entitled to claim the actual costs, which they incur as follows:

1. Governors/directors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a governor, director or representative of ADMAT, and are agreed by the Finance and Strategic Development Committee that they are justified before any reimbursable costs are incurred.
2. Governors/directors will be able to claim for the following, on a case by case basis and with the approval of the Finance and Strategic Development Committee:
 - Childcare or baby-sitting allowance (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 a first language;

- The cost of travel relating only to travel to meetings/training courses at a rate of 45 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 Local Governing Bodies and the Board of Directors of the ADMAT acknowledges that:

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

Governors/directors wishing to make claims under these arrangements, once approval has been sought should complete a claims form (Appendix A- obtainable from the Academy Business Manager) attaching receipts where possible, and return it to the school within two weeks of the date when allowances were incurred, when they will be submitted for final approval to the Chair of the Finance and Strategic Development Committee of the Board of Directors.

Claims will be subject to independent audit and may be investigated by the Chair of the Board of Directors (or Chair of Audit Committee in respect of the Chair of the Board) if they appear excessive or inconsistent.

This policy (v1.1) will be reviewed by ADMAT Finance and Strategic Development Committee on an annual cycle.

Policy Reviewed	Next Review	Signed
Sept 2014 (v1.0) Oct 2016 (v1.1)	Oct 2017	CEO: Chair of Board:

Appendix A



Governor/Director Allowances Claim Form

Name:	Date:
Address:	
Claim Period:	

Please circle your primary role: **Local Governor** **Director**

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

Signed

	£	p	p
Child care/babysitting expenses			
Care arrangements for elderly or dependent relative			
Support for governor/director 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 (Specify)			
TOTAL EXPENSES CLAIMED			