

TITLE: Governors Allowance Policy	REF: GOV001	VERSION: 2
APPROVAL BODY: ALET Board	DATE: 21.10.19	REVIEW DATE: 20.10.20
LEAD PERSON: Head of Governance and Compliance		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1. 21.03.18	Clerk/ ALET Board	New Policy – Adapted Model Policy from The Key for Governance
2. 21.10.19	ALET Board	Review

GOVERNOR ALLOWANCE POLICY

Our mission is “to deliver excellence in education and to transform lives through learning”, bringing to life our core values of empowerment, enterprise, connectedness and transformation. We work hard to ignite confidence, expand opportunities, energise the community and generate prosperity.

These values are further supported by [our learning philosophy](#), rooted in the dynamics between the brain, motivation and our emotions.

Policy Statement

This policy sets out expectations regarding governor allowances.

Principles

Activate Learning Education Trust (ALET) recognises that our schools derive significant benefit from individuals serving their governing duty. The governing board has decided to pay reasonable allowances from the delegated budgets to cover costs that board members and associate members incur through carrying out their duties. ALET believes that including payment for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

ALET seeks to ensure that all board members, governors, and non-governors who are members of local governing committees, receive reimbursements for any expenses.

This governor allowance policy is linked to:

- Exclusion Policy

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Aims

This policy aims to set out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

Legislation and statutory requirements

The [Governance Handbook](#) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

This policy complies with our funding agreement and articles of association.

Responsibilities

The Trust Board

The Trust board and their policy committee are responsible for monitoring this governor allowance policy's effectiveness and holding the trust leadership group to account for its implementation.

ALET's Leadership Group

The leadership group are responsible for ensuring this policy is adhered to and applied consistently.

This policy will be reviewed annually by the Clerk and approved by the ALET Trust board. Any amendments will be presented at a meeting of the full governing board.

Overview

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form and submitting it to Clerk at Activate Learning Education Trust Clerk@alet.org.uk.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt, governors should recognise that any claim will be subject to the Nolan Principles of Public Life.

Members of the governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Clerk **before** they are incurred.

The chair of the Trust (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates.