

Governors Allowance Policy

Bolder Academy

1 MacFarlane Lane, Isleworth, Middlesex TW7 5DB

Registered in England and Wales No: 08932893

Governors Allowances Policy

This policy is called:	Governors Allowance Policy
It applies to:	Governors
Person responsible for its revision:	Finance Director
Status:	Statutory
Published on:	Staff T Drive, Share Point, Academy Website
Approval by:	Governing Board or Delegated Committee
Review frequency:	Every three years
Date of approval:	March 2024
Date of next approval:	March 2027

Introduction

It is illegal for governors to receive any remuneration for their work as trustees, other than payment of all reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings acting in the capacity of governor of the Academy.

Policy

The Governing Board plays a key role in the success of the Academy and individual Governors should not be deterred from playing their full part because of incidental costs. Therefore, the Academy will reimburse certain expenditure (using the Academy's official Expenses Claim Form), where the expenditure is necessary to enable governors 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 for:

- Car mileage allowance (at HMRC¹ Authorised Mileage Rate currently 45p per mile) and motorcycle allowance (at HMRC Authorised Mileage Rate currently 24p per mile).
- Public Transport Costs (actual cost incurred).
- Bicycle allowance (at HMRC Authorised Rate – currently 20p per mile).
- Meals (reasonable and necessary costs incurred).
- Childcare or care for a dependent (actual cost incurred).
- Support for Governors with special educational needs (e.g. audio equipment) (actual cost incurred).
- Telephone Calls, copying, stationery etc. (actual cost incurred).

Process

Reimbursable costs should be agreed in principle by the Governing Board before they are incurred.

Claims must be made within three months from when the expense was incurred and be supported by valid VAT receipts/invoices and records of journeys undertaken.

The Governing Board will monitor, evaluate and review these payments annually.

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

1 – Her Majesty Revenue and Customs

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