

# HOCKLEY HEATH ACADEMY

## GOVERNOR ALLOWANCES POLICY

1. This policy statement 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. Hockley Heath Academy's Governing Body believe 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. All governors of Hockley Heath Academy will be entitled to claim the actual costs, which they incur as follows:
  - 2.1 Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Hockley Heath Academy, and are agreed by the Steering Committee that they are justified before any reimbursable costs are incurred.
  - 2.2 Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
    - The cost of travel relating only to travel to meetings/training courses at a rate which does not exceed the specified rates for school personnel;
    - Telephone charges, photocopying, stationery, postage etc;
    - Any other justifiable allowances.
3. The Governing Body at Hockley Heath Academy acknowledges that:
  - Governors may not be paid attendance allowance;
  - Governors may not be reimbursed for loss of earnings.
4. Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Business Manager), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors

or Chair of Finance to be presented to the Finance Committee for final approval.

5. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.
  
6. This Policy will be reviewed by the Finance and Buildings Committee on a 3-yearly cycle.

## Governor Allowances Claim Form

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	
<b>Claim Period:</b>	

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

Signed.....

	£	p	p
Travel to meetings/training courses			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			