



**Policy**

**Governor Allowances**

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Approved by	Board
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This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. It applies to both Directors on the Trust Board and Governors on the Local Governing Body.

It is illegal for governors /directors to receive any remuneration for their work as trustees, other than payment of 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 / director of the academy / trust. It is right however for them to not be out of pocket as a result of their duties.

### 1. Trust Approach

The Eastern Multi-Academy Trust believes that paying allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governor / director for all members of the community and so is an appropriate use of funds. The specific items allowable reflect this objective.

All serving on the Trust Board or a Local Governing Body of one of the trust's academies will be entitled to claim the actual costs, which they incur where the allowances are incurred solely in carrying out their duties as a governor / director or representative of the Academy or Trust.

### 2. Claims

Governors / directors will be able to claim for the following:

- The cost of travel relating only to travel to meetings at a rate which does not exceed the specified rates for Academy personnel;
- Travel and subsistence costs, payable at the specified rates for Academy personnel, associated with attending national meetings or training events/courses, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc.

### 3. Exceptional Circumstances

Governors / Directors will be able to claim for the following only in exceptional circumstances and subject to the prior approval of the Chair of the Board of Directors or the Chairs of the Local Governing Bodies (or by the Trust Finance Director in respect of the Chairs):

Overnight accommodation and subsistence costs

#### 4. Approval

Governors / directors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body / Trust Board:

- a. Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner);
- b. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- c. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.

The Eastern Multi-Academy Trust acknowledges that:

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

Governors / directors wishing to make claims under these arrangements, once prior approval has been sought where necessary, should complete a claims form (obtainable from the Clerk) on a termly basis, attaching receipts in all cases, and return it to the Academy / Trust when they will be submitted for approval to the Chair of the Board of Directors or the Chairs of the Local Governing Bodies (or to the Trust Finance Director in respect of the Chairs).

Claims will be subject to independent audit and may be investigated by the Chair of the Board of Directors or the Chairs of the Local Governing Bodies (or by the Trust Finance Director in respect of the Chairs) if they appear excessive or inconsistent.