



APPENDIX 2

Governors Allowances Policy

This policy was approved and ratified by the Governing Body of
Cox Green School
on 20th October 2015

Signed: _____

Chair of Governors

Date: _____

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	28/02/12	28/02/12	Sept 2012
1.1	Full Governing Body	9/10/12	9/10/12	Sept 2013
1.2	Full Governing Body	15/10/13	15/10/13	Sept 2014
1.3	Full Governing Body	21/10/14	21/10/14	Sept 2015
1.4	Full Governing Body	20/10/15	20/10/15	Sept 2016 (Stat)



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.

It is right however for Governors to not be out of pocket as a result of their duties.

The Governing Body 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 school will reimburse the following expenses may be claimed (using the Academy's official Reimbursement of Governor's Expenses claim forms):

- Car mileage allowance (at Inland Revenue Authorised Mileage Rate currently 45p per mile)
- Motorcycle allowance (at Inland Revenue Authorised Mileage Rate currently 24p per mile)
- Public Transport Costs (actual cost incurred)
- Bicycle allowance (at Inland Revenue Authorised Rate)
- 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)

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

Claims should normally be made within three months from when the expense was incurred and should be supported by receipts and records of journeys undertaken.

An expenses claim form is available from the Finance Office and once completed should be submitted to the Finance Officer for payment.

Signed: _____

Chair of Governors

Date: _____

Date of Review: _____