



GOVERNOR ALLOWANCES POLICY

Written by:	Ian Dewes
Approved by:	Resources and Audit Committee
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1 INTRODUCTION

- 1.1 In this policy, the term 'governors' means all members, trustees and local governors within the Odyssey Collaborative Trust (the 'Trust').
- 1.2 In accordance with the Academies Trust Handbook, governors may claim for reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings or in carrying out their governance duties for the Trust.
- 1.3 Governors are not entitled to receive remuneration for their work as governors and may not claim for actual or potential loss of income or be paid attendance allowances.
- 1.4 The Trust believes that reimbursing governance expenses, in the specific categories set out, is important in ensuring equality of opportunity to serve as governors for all members of the community and is therefore an appropriate use of Trust funds.
- 1.5 Any exceptions to this policy must be justified to and approved by the Trust's Resources and Audit committee before any reimbursable costs are incurred and reimbursements made.

2 ENTITLEMENTS

- 2.1 All governors of the Trust are entitled to claim the actual costs they incur for the following:
 - i. The cost of using their own car to travel to meetings/training courses off campus in accordance with the government's mileage rate (currently £0.45 a mile).
 - ii. For public transport, actual costs incurred. Where more than one class of fare is available, the rate shall be limited to standard class fares. The cost of travel by taxi will also be reimbursed in reasonable circumstances.
 - iii. Subsistence: if additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from the usual eating place, reimbursement will be made for reasonable items bought on the day of the claim.
 - iv. Telephone charges, photocopying, stationery, postage or other reasonable out of pocket expenses. Where practical, however, governors are expected to make use of administrative facilities made available by the Trust.
 - v. In cases where a governor does not have a spouse or family member to care for a child when the governor must attend meetings relating to the work of the governing board, pre-agreed expenses will be returned for the cost of childcare or a babysitter, up to a maximum of amount.
 - vi. Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the governor must be absent due to their governing duties.

- vii. Any other justifiable expenses with prior approval of the Trust's Resources and Audit Committee.

3 SUBMITTING CLAIMS

- 3.1 Governors wishing to make claims under these arrangements, should complete a claim form attaching receipts, where applicable, and return it to the Senior Administration and Finance Office (for those members and trustees) or the school office for governors at individual schools. Claims should be submitted at least termly.
- 3.2 A governor must have their expenses signed off by the appropriate Chair of the LGB (or the Chair of the Trust Board, for trustees). If an LGB Chair submits a claim it must be signed by the LGB Vice-Chair. Should the Chair of the Board of Trustees make an expense claim this must be signed by the Chair of the Trust Resources & Audit Committee.

4 TRANSPARENCY

- 4.1 The total value of claims paid per year to governors will be declared in a note to the Trust Financial Statements at the end of each financial year.
- 4.2 Claims will be subject to independent audit and may be investigated, as appropriate, by the LGB Chair or the Chair of the Board if they appear excessive or inconsistent. If the matter concerns a claim made by a Chair, then the appropriate Vice Chair will carry out the investigation.

5 MONITORING, EVALUATION AND REVIEW

- 5.1 The Trustees' Resources and Audit Committee will review this policy every three years and assess its implementation and effectiveness.

Governors' Allowances Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g. child carer.

Name of governor:		Date:
Date of expenditure:	Details of expenditure:	Claim:
Total claim:		£

[To be completed once authorisation of the claim has been approved.]

I certify that the above expenses are actual and necessary, and confirm that the payment has been received.

Signature of governor:		Date:
Signature of chair:		Date: