

# Canon Pyon CE Academy



## Governor Allowances Policy

June 2018

Review Due: June 2019

Co-ordinator – Ms Nicky Jones



Governing bodies in academies are free to determine their own policy on the payment of allowances and expenses.

Canon Pyon CE Academy has developed this policy in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the Academy's annual budget allocation to governors/trustees for expenses which they incur in carrying out their duties. Canon Pyon CE Academy Board of Directors believe that paying governors' allowances is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of funds.

Governors/Trustees will be able to claim allowances, on a case-by-case basis, providing the allowances are incurred in carrying out their duties as a Governor/Trustee of the Canon Pyon CE Academy, and are agreed by the Resources Committee that they are justified before any reimbursable costs are incurred.

Examples of eligible expenses:

- 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.

The Governing Body at Canon Pyon CE Academy acknowledges that:

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

Governors/Trustees wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form, attaching receipts where possible, and return it to the Chief Financial Officer within two weeks of the date when the allowances were incurred.

All claims shall be considered by the Resources Committee who will be the body to approve the payment.

All claims paid shall be recorded in the minutes of the Resources Committee meeting.

A schedule of payments will be presented annually to the Canon Pyon CE Academy Board of Directors.

All claims will be subject to independent audit. Copies of submitted claims and supporting receipts must be retained for a period of 2 years after the end of the current financial year.

This policy will be reviewed annually.

**Approved by Canon Pyon CE Academy BOD meeting: 19/06/2018**

**Chair of Directors**

**Signed .....**  
**Mr Hugh Patterson**