

## 1. Policy Statement

- 1.1 Governors may claim expenses for attendance on approved duties. The Scheme will apply equally to all governors, but is open to any individual to choose whether or not to claim. The expenses that may be claimed are in four categories: Travel, Childcare, specific needs and miscellaneous.
- 1.2 The following are recommended as approved duties
  - Properly convened full Governing Body meetings
  - Properly convened Committee meetings of the Governing Body
  - Other duties designated by the Governing Body, e.g. acting as a member of a panel approved by the Governing Body for long/short listing/interviewing candidates for a staff appointment.
  - Governors' formal visits to the school will not qualify.
  - Casual visits to school will not qualify.

## 2. Policy Rationale

- 2.1 It is to ensure that a governor is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances for any loss of earnings.

## Specific Details of Expenses

### 3. Travel Expenses

- 3.1 Travel expenses may be claimed where the distance between the governor's home and the school is greater than 5 miles and does not exceed 15 miles.
- 3.2 For journeys outside Cheshire West and Chester Council's area, payments will only be made for specific duties which have prior approval by the Governing Body
- 3.3 All Payments are on the basis that the journey was undertaken and if governors share transport, only the provider can claim.
- 3.4 Governors may claim:
  - Mileage allowance at Cheshire West and Chester's agreed rate (45p per mile)
  - The actual cost of public transport (including bus and train fares) Tickets to be attached to the claims form
  - The cost of car parking Receipts to be attached to the claims form

### 4. Childcare

- 4.1 Governors whose children attend Cheshire Academies Trust Schools can use after school provision (where applicable) and be reimbursed for any costs they may incur. The use of Miller Club for governors with children at Mill View School is free. Where there is no after school provision, or in the event of a governor's meeting outside the after school provision hours, an allowance is payable on the basis of reasonable cost, supported by a receipt and in respect of any **carers who are not a member of the governor's household**.

## 5. **Specific Needs**

5.1 Governors may claim an allowance for costs relating to specific needs incurred on approved duties.

These may include:

- Taxi fares
- Support for the cost of a signer
- Audio equipment
- Braille transcription
- Translation documents

Receipts to be attached to the claims form.

This policy should also be read in conjunction with the Equal Opportunities and Racial Equality Policy. Cheshire Academies Trust welcomes its duties under the Disability Discrimination (Amendment) Act 2002. The Trust and the Governing Bodies are committed to promoting disability equality.

## 6. **Miscellaneous**

6.1 Telephone charges, photocopying, printing and stationary may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body.

6.2 Governors must keep a written record or obtain a receipt, (where possible) relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

## 7. **Claiming**

7.1 To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.

7.2 Claims should be made to the Chair of Governors

7.3 The Chair of Governors is responsible for:

- Verifying entitlement to claim (i.e. that the claim relates to approved duties and that the claimant did attend)
- Affirming that the claim seems reasonable
- Maintaining a record of claims which helps the Governing Body to exercise budgetary control and meet any requirement to report information about expenditure on governors' expenses

The Chair of Governors will be responsible for ensuring all Governors are aware of the policy. New Governors will be given the policy when joining the Governing Body as part of a starter pack.

This policy was approved by the Cheshire Academies Trust Board of Trustees at their meeting of 9<sup>th</sup> July 2015. It will be reviewed in Summer Term 2015

**Signed**



**Chair of Trustees**