

## **Every Child Matters Academy Trust Governors' Expenses Policy**

*The term Governor also applies to Trustees.*

This policy has been developed in accordance with the Education (Governors' Expenses) Regulations 2013. These regulations give Governing Bodies the discretion to pay expenses from the Academy's annual budget allocation to Governors for certain expenses which they incur in carrying out their duties.

The Trust believes that paying Governors expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Governors for all members of the community and so is an appropriate use of Academy Funds. The specific items allowable reflect this objective.

All Governors (including associate members) of the Academy will be entitled to claim the actual expenditure incurred:-

- 1 Solely in carrying out their duties as a Governor or as a representative of the Academy
- 2 In the following:-
  - Telephone charges
  - Photocopying costs
  - Stationary and postage
  - Travel, mileage and subsistence expenses, payable at the specified rates for Academy personnel, associated with attending meetings or training events/courses, unless these costs can be claimed from any other sources
  - Approved Mileage rates for cars and vans: 45.00p per mile

The Local Governing Body acknowledges that:-

- Governors may not be paid attendance expenses
- Governors may not be reimbursed for loss of earnings

All expenses and mileage claims should be submitted using the relevant expenses and mileage claim form and attaching receipts (VAT receipts where applicable) within 14 days of the date when the expenses were incurred. The claim form will be submitted for the approval by the Chair of Governors.

Expenses claim forms will be subject to independent audit and may be investigated by Head and the Chair of Governors if they appear excessive or inconsistent.

Approved by the Resources Committee on June 2018  
To be reviewed June 2020

Chair \_\_\_\_\_ CEO \_\_\_\_\_