

## **Payment of Governors' Allowances Policy**

**Approval Date – February 2024**

**Review Date – January 2025**

### **Principles**

The Governing Body agrees that Westfield Academy can pay legitimate expenses from the school budget to enable them to perform duties associated with governance.

Governors cannot claim attendance allowances, i.e. payment for attending meetings or for loss of earnings.

There is no legal obligation to pay such expenses.

Claims are submitted at the discretion of individual Governors.

### **Areas for which claims can be made**

Examples of areas for reimbursement are listed below. The list is not exhaustive. Queries on other potential areas will be resolved by the Chair of Governors.

- Travel, for additional duties such as courses but not standard meetings
- Subsistence
- Childcare
- Telephone calls

All claims will be countersigned by the Clerk to the Governors.

### **Rate of Reimbursement**

Reimbursement will be made at County Council approved rates for travel and subsistence and at actual cost for other areas. Claims should be made to and approved by the Business Manager and will normally be paid from petty cash upon production of a receipt.

### **Reporting**

A report of Governors' claims will be presented annually to the Governing Body at the last meeting of the academic year. The report will not identify individual Governors by name.

### **Responsible**

Business Manager