

Charlton Park Academy

Governing Body Reimbursement Policy

The Governing Body of Charlton Park Academy agree that governors may not be paid either an attendance allowance or claim loss of earnings.

The Academy's Governing Body believes that paying governors' allowances, 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 school funds. The specific items allowable reflect this objective.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Resources committee provided it can be demonstrated that the expenditure was incurred whilst carrying out their duties as a Governor or representative of the Academy.

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner); at a rate of £15 per hour.
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner); at a rate of £15 per hour.
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
- Mileage will be at the HMRC rate of 41p per mile. This is line with the rate applicable to staff. Governor will be given a mileage claim form per term to complete.
- Travel costs will be reimbursed at the actual cost incurred annual provided it is backed up by a receipts or oyster card journey histories if using public transport.
- Telephone charges, postage based on actual cost incurred
- Photocopying: It is recommended that the school's reprographic services are used.
- Any other justifiable allowances as agreed by the Resources committee.
- The Academy will provide a taxi for governors who are unable to get to governor meetings under their own transport arrangements.

Governors wishing to make claims under these arrangements, been sought, should complete a claims form (obtainable from the Finance office attaching receipts where possible, and return it to the School within two weeks of the date of the next Resources committee (which meets at least termly) for final approval.

The Principal will authorise all claims.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of the Resources Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.

Approved by the Governing Body: [DATE]

Last reviewed on: [DATE]

Next review due by: [DATE]