



The Milford Academy

Governors' Allowances policy

M - Motivated

I - Independent

L - Learning

F - Forward Thinking

O - Outstanding

R - Respect

D - Determined

Ratified by Governors – 24th November 2022

Rachel Flynn – Updated 24th November 2022

Next Review Due – November 2023

Approved by:
The Governors at the
Milford Academy

Date: to be ratified on
24.11.2022

Last reviewed on:
July 2021

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Contents

1. Aims	2
2. Legislation and guidance	2
3. Overview	2
4. Monitoring arrangements.....	3
Appendix 1: governor claim form.....	4
Appendix 2: approved mileage rates.....	5

1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

For academies, including free schools (delete if not applicable):

The [Governance Handbook](#) (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

This policy complies with our funding agreement, completed 25th May 2012 and articles of association.

3. Overview

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to Rachel Flynn, School Business Manager, The Milford Academy, Dungannon Road, Clifton, Nottingham NG11 9BT

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- › Childcare (this will be provided by MOOSE for those parent governors whose children attend school and notice should be given prior to the actual date of the governor meeting, any other childcare costs will have to be notified prior to the meeting and consideration of costs will be confirmed prior to agreeing additional costs)
- › Care for elderly or dependent relatives
- › Extra costs incurred because they have a special need or English as a second language
- › Travel and subsistence costs
- › Telephone charges, photocopying, postage, stationery, etc.

› Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Head Teacher **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Related Party Transactions

Please refer to the Academy's Trust Handbook September 2021, issued June 2021

https://assets.publishing.service.gov.uk/media/60c8d0318fa8f57ce8c4621e/Academy_trust_handbook_2021.pdf

Section Part 5, page 49, section 5.35, 5.36, 5.37, 5.38, 5.39 to ensure that any related party transactions to parties that are connected to any member of the board of trustees will be thoroughly investigated and recorded following the Government guidelines.

It should be noted that if any transaction is approved by the Board that the ESFA need to be notified and reported using the link

<https://onlinecollections.des.fasst.org.uk/onlinecollections/> as section 5.41 and 5.42 of the Academy's Trust Handbook September 2021 to the ESFA states:-

“Trusts **must** obtain ESFA's prior approval, using ESFA's related party on-line form, for contracts and other agreements for the supply of goods or services to the trust by a related party agreed on or after 1 April 2019 where any of the following limits arise:

- a contract or other agreement exceeding £20,000
- a contract or other agreement of any value that would mean the cumulative value of contracts and other agreements with the related party exceeds, or continues to exceed, £20,000 in the same financial year ending 31 August.”

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring arrangements

This policy will be reviewed annually by Rachel Flynn, School Business Manager. Any amendments will be presented at a meeting of the full governing board.

Appendix 1: governor claim form

THE MILFORD ACADEMY

Governor claim form:-

Name:

Address:

Claim period:

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to Rachel Flynn, School Business Manager, The Milford Academy along with any relevant receipts.

The form should be submitted within 2 weeks of the expenses being incurred.

Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p