

GOVERNORS ALLOWANCE POLICY



OVERVIEW

This policy has been written in accordance with The School Governance (Roles, Procedures and Allowances) England Regulations 2013. This gives the Governing Body the discretion to pay allowances to governors for incidental costs which they incur in carrying out their duties. The Governing Body will use this policy to ensure that it further meets its duties under the Equality Act (2010) and the requirements to eliminate any possible discrimination, advance equality of opportunity and foster good relations. This policy applies to all categories of Governors, including associate members.

OBJECTIVES

1. To enable all governors to play a key role in the success of the School.
2. To ensure that individual governors are not deterred from playing their full part because of incidental costs.
3. To reimburse governors for any legitimate, incidental expenses that are incurred when carrying out their duties.
4. To eliminate any possible discrimination, advance equality of opportunity and foster good relations. (Equality Act 2010)
5. To meet the requirements of Part 6 of The School Governance (Roles, Procedures and Allowances) England Regulations 2013 (see appendix)

STRATEGIES

1. Costs in excess of £50.00 must be approved, in advance, by the Chair of the Governing Body or Vice Chair.
2. Governors will be allowed to claim reasonable reimbursement, providing the costs were incurred in carrying out their duties as a governor of this school
3. Travel and subsistence costs will be paid at the approved rate paid by the LA to its staff and elected members.
4. Childcare/ Babysitting costs can be claimed if this is required for a Governor to attend meetings or training. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).
5. Care arrangements for an elderly or dependent relative. Costs may be claimed for situations similar to those for childcare.
6. Telephone charges, photocopying, stationery, etc. Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.
6. Governors may not be paid an allowance for attending meetings.
7. Governors may not be reimbursed for loss of earnings.
8. Governors may not be reimbursed for cost of equipment to enable remote attendance at meetings.
9. Governors wishing to make claims under these arrangements should submit receipts to the headteacher or school administrator within two weeks of the date when the expenses were incurred. Payments will not be able to be made unless receipts are submitted. There may be certain situations where authorisation is sought from the Chair of Governors or Chair of resources Committee.
10. Claims will be subject to audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors).

OUTCOMES

The Governing Body will monitor, evaluate and review the impact of the policy on the school finances annually, with reference to the attendance records of governors at meetings and to the total sum paid out. This policy will be used in conjunction with LA policy and guidelines in this area.



The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

Departmental advice for school leaders
and governing bodies of maintained
schools and management committees of
PRUs in England

January 2014

Governors' allowances (Part 6)

30. School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.
31. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.