



Governors' Allowances Policy

Date	Review Date	Coordinator	Nominated Governor
December 2019	December 2020	Joe Creswick	Full Governing Body

We are aware that The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 gives Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

We believe that paying governors' allowances is important in ensuring equality of opportunity to serve as governors for all members of the community.

We understand that allowances will only cover the expenses incurred in the performance of a governor's duties. We will ensure that any travel costs will not exceed the HM Revenue and Customs (HMRC) Approved Mileage Rates (available on the HMRC website)

Aims

- To make provision for the payment of allowances to governors and associate governors.
- To ensure that allowances must only cover the expenses incurred in a governor's performance of their duties.
- To ensure travel costs will not exceed the HM Revenue and Customs (HMRC) Approved Mileage Rates.

Procedure

Role of the Governing Body	<p>The GB has:</p> <ul style="list-style-type: none"> ▪ delegated powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy; ▪ responsibility for ensuring funding is in place to support this policy; ▪ responsibility for ensuring this policy is made available to parents if requested; ▪ responsibility for the effective implementation, monitoring and evaluation of this policy
Role of the Headteacher/ Principal	<p>The Headteacher/Principal will:</p> <ul style="list-style-type: none"> ▪ ensure all school personnel are aware of this policy; ▪ monitor the effectiveness of this policy; ▪ annually report to the GB on the success and development of this policy
Allowances – specific categories	<p>With the approval of the Governing Body, governors may claim for the following:-</p> <ul style="list-style-type: none"> • Childcare or baby-sitting allowances (excluding payments to a current or former spouse or partner); • Cost of care arrangements for an elderly or dependent relative (excluding payments to a current or former spouse or partner); • Additional costs incurred because: <ul style="list-style-type: none"> ▪ they have special needs; ▪ English is not their first language. • Travel costs (which must not exceed those permitted by the HM Revenue and Customs Approved Mileage Rates) to meetings (other than termly governors’ and committee meetings held at the school) and training; • Other costs such as: <ul style="list-style-type: none"> ▪ Telephone charges relating to school business and governance; ▪ Photocopying; ▪ Stationery; ▪ Postage etc. • Governors will not be: <ul style="list-style-type: none"> ▪ paid attendance allowance; ▪ reimbursed for loss of earnings
Claims	<p>The following procedure must be adhered to when making a claim:</p> <ul style="list-style-type: none"> ▪ Claims must be made on the appropriate claims form. ▪ All receipts must be attached to the form. ▪ All forms must be returned to the School within two weeks of the date when allowances were incurred. ▪ All claims will be submitted to the General Management Committee for approval.
Audit	<ul style="list-style-type: none"> • All claims will subject to an independent audit. • Excessive claims will be investigated.
Monitoring the Effectiveness of the Policy	<p>The effectiveness of this policy will be reviewed annually, or when the need arises, and the necessary recommendations for improvement will be made to the governors.</p>