

**Dream Believe Achieve**

# **GOVERNORS' ALLOWANCES POLICY**

## **VERSION 2**

**DATE OF ORIGINAL RATIFICATION: November 2017**

**DATE OF MOST RECENT REVIEW: November 2020**

### **SUMMARY OF CHANGES AT LAST REVIEW**

- Addition of 'All claims will be submitted to the Governor Business Lead (Finance) for approval. In the instance of the claim coming from the Finance Lead, the claim will be submitted to the Chair or Vice-Chair for approval'

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RECORD OF CONSULTATION	
DATE	CONSULTATION DETAILS

We believe this policy relates to the following legislation:

- Education Act 1996
- Local Government Act 2000
- Parent Governor Representatives (England) Regulations 2001
- Education Act 2002
- Education Act 2005
- Government of Maintained Schools (Wales) Regulations 2005
- Education and Inspections Act 2006
- School Governance (Constitution) (England) Regulations 2007
- School Governance (Federations) (England) Regulations 2007
- School Governance (Parent Council) (England) Regulations 2007
- School Governance (Procedures) (England) (Amendment) Regulations 2007
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014

The following documentation is also related to this policy:

- Governors' Handbook: For Governors in Maintained Schools, Academies and Free Schools (DfE)
- The Constitution of Governing Bodies of Maintained Schools: Statutory Guidance for Governing Bodies of Maintained Schools and Local Authorities in England (DfE)

We are aware that the Education (Governors' Allowances) Regulations 2003 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 Inland Revenue Authorised Mileage Rate guidelines. Governors will not be paid an attendance allowance or for loss of earnings.

Governors will be able to claim for the following allowances if they are incurred in carrying out their duties:

- child care / babysitting expenses
- care arrangements for an elderly or dependent relative
- support for governors with special needs
- support for governors whose first language is not English
- travel to meetings / governor training
- travel and subsistence costs to national meeting / training events
- telephone charges
- postage
- photocopying
- stationery

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that it is connected with this policy.

## **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 Inland Revenue Authorised Mileage Rate guidelines.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- delegated powers and responsibilities to the Head Teacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Head Teacher and Senior Leadership Team**

The Head Teacher and the Senior Leadership Team will:

- ensure all school personnel and parents are aware of and comply with this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

### **Allowances – specific categories**

With the approval of the Governing Body, governors may claim for the following:-

Childcare or babysitting 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:

- they have special needs;
- English is not their first language.

Travel costs (which must not exceed those permitted by the Inland Revenue Authorised Mileage Rate) to meetings (other than termly governors' and committee meetings held at the school) and training;

Other costs such as:

- Telephone charges relating to school business and governance;
- Photocopying;
- Stationery;
- Postage etc.

Governors will not be:

- paid attendance allowance;
- reimbursed for loss of earnings

## **Claims**

The following procedure must be adhered to when making a claim:

- 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 Governor Business Lead (Finance) for approval. In the instance of the claim coming from the Finance Lead, the claim will be submitted to the Chair or Vice-Chair for approval

## **Audit**

- All claims will be subject to an independent audit.
- Excessive claims will be investigated.