

Halstead CP School

Governors' Allowances Policy



Reviewed and approved by the Full Governing Body
Signed :

Steve Grice (Chair of Governors)
Date : March 2016
To be reviewed : May 2015

Leslie Hawkins (Headteacher)

May 2015

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POLICY FOR GOVERNORS' ALLOWANCES

The DfES Guidance on Paying Allowances to School Governors (September 2003)
"...it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do."

1. Introduction

This policy statement has been taken from the model policy published by Kent Trust Web and developed in accordance with the Education (Governors' Allowances) Regulations 2003¹. These regulations give 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.

At Halstead Community Primary School we believe that paying governors' allowances in the specific categories 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.

For the purposes of this policy the phrase 'Governors' expenses' is replaced by the legal terminology 'Governors' allowances'.

2. Aim of the Policy

- 2.1. At Halstead Community Primary School, we recognise that holding the rôle of school governor places significant emphasis on the responsibilities that come with the rôle, but there is little or no resourcing to support it. Some governors often face a high burden as a result of the heavier responsibilities they carry such as additional meetings, briefings, visits, and training courses.
- 2.2. We also acknowledge that while being a Governor is a voluntary activity it is not a cost-free activity, and it is not appropriate that only those who can afford to subsidise their rôle as Governor should hold it.
- 2.3. At Halstead Community Primary School we bear in mind how a Governors' Allowances policy may affect the school's ability to recruit and retain governors for whom lack of allowances might be a barrier. In this school not all pupils come from affluent families and their parents should not be excluded from being parent-governors because of financial cost. It is important for the diversity of our governing body and good governance that a wide range of people from our community should be encouraged to become governors.

3. Procedures

- 3.1. It is possible for the Governing Body to decide not to approve the payment of allowances, or to restrict them. Each year the Governing Body will decide which items of expenses will be allowable for the coming year, and whether to impose any restrictions on the amount. The restrictions for the current year can be found under Section 6 of this policy document.
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- 3.2. Whether to claim expenses (Governors' Allowances) is at the discretion of each individual governor.

4. **Items of allowable expenses**

At Halstead Community Primary School Governors' Allowances can cover such expenses as:

4.1. **Child care or babysitting**

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. 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).

4.2. **Care arrangements for an elderly or dependent relative**

Costs may be claimed for situations similar to those for child care.

4.3. **Extra costs for Governors with Special Needs or EAL**

Claims for extra costs incurred by governors for support in performing their duties may be made because they have special needs or because English is not their first language.

4.4. **Telephone charges, photocopying, printing, 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.

4.5. **Travel and subsistence**

Mileage may be claimed for distances exceeding an annually agreed number of miles for the purpose of attendance at national, county, or cluster Governors' meetings and trainings or other agreed activities. Claims will be reimbursed at the rates published by the Inland Revenue for travel and subsistence.

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, *i.e.* for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount agreed annually.

4.6. Allowances will not cover such expenses as:

- Attendance allowance
- Loss of earnings

5. **Claiming**

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (Appendix 1) attaching receipts where possible, and send it to the Chair of Governors within two weeks of the date when the allowances were incurred, when they will be submitted to the Resources Team for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

6. **Claims for 2015/16**

“Governors agreed that an allowance could be claimed in exceptional circumstances, and that a limit of £25.00 per person should be set. A governor advised that a separate budget should be established and that it should be monitored.”

From the Resources Team minutes (November 2013)

7. **Review**

This policy will be reviewed annually.

APPENDIX 1

**GOVERNORS' ALLOWANCES
CLAIMS FORM**

Name:	Date:
Address:	Claim period:

ITEM	£	p
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 county and cluster meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying/printing		
Stationery		
Other (please specify)		
<u>TOTAL EXPENSES CLAIMED</u>		

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

Signed..... Date

APPENDIX 2

Claims will only be accepted for journeys over 10 miles each way