



**GOVERNORS ALLOWANCES
MODEL POLICY**

HEATON SCHOOL

TO BE REVIEWED SEPTEMBER 2019

Heaton School Policy Record

Governors Allowances Model Policy Agreed at: Resources Committee 20/11/18

Signed and Approved by:

Headteacher ----- (Signature)

----- (Name)

----- (Date)

Chair of Committee----- (Signature)

----- (Name)

----- (Date)

To Be Reviewed: September 2020

Designated person: J Curtis, Headteacher

Governors' Allowances

Context

In accordance with the Education (Governors' Allowances) Regulations 2003 governing bodies have 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.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a governor or representative of the school, and it is agreed by the governing body that they are justified before any reimbursable costs are incurred.

Consistency of Approach

The governing body believes that paying governors' allowances for specific and agreed circumstances this is an appropriate use of school funds in order which to support governors in their role.

Any claim will be agreed on a case-by-case basis with the prior approval of the resources/finance sub-committee

What the policy covers:

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner)
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
- The cost of travel relating only to travel to meetings/training courses at a rate of xx** pence per mile
- Reasonable travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from any other source
- Any other justifiable allowances

What this policy does not cover:

- Payment for attendance at governing body meetings
- Reimbursement for loss of earnings

Effective Management

- Governors must ensure they seek approval prior to submitting a claim
- Once prior approval has been given governors should complete a claim form (proforma attached), attaching receipts where possible, and return it to the school office within two weeks of the expense being incurred

- The school office will undertake to present the claim for approval by the Resources/Finance Committee at the next available meeting

Equality and Fairness

- Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent
- This policy will be reviewed annually

*** Current Council casual car allowance is 52.2p per mile*

Governors' Allowances claim form

Name:	Name of School:
Address	Date:
Post Code	Claim Period:

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

Signed.....

	£
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/training courses	
Travel/subsistence to national meetings or training events	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This form should be submitted to the school office