



GOVERNORS' ALLOWANCES (LA) POLICY

Effective Date: May 2015

Last Reviewed: July 2018

Reviewed by: FGB

Next Review Date: July 2020

This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. 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. Sandy Secondary School Governing Body believes that paying governors' allowances, in specific categories as 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. The specific items allowable reflect this objective.

From May 2015 all governors of Sandy Secondary School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Sandy Secondary School, and are agreed by the Steering Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - 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 24 pence per mile which does not exceed the specified rates for school personnel;
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
 - Telephone charges, photocopying, stationery, postage etc.;
 - Any other justifiable allowances.

The Governing Body at Sandy Secondary School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee (which meets at least once per half-term) for final approval.

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 biannually.

Appendix 1

Model Claims Form

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

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

Signed

	£	p	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 meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

This form should be submitted to:

Finance Office
Sandy Secondary School

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

Governors' Allowances

Interpretation

27. In this Part—

- (a) “Governing body” includes a temporary governing body constituted under section 34 of the EA 2002; and
- (b) “Governor” includes a member of a temporary governing body.

Schools with delegated budgets

28.—(1) the governing body of a maintained school which has a delegated budget (a) may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.

Schools without delegated budgets

29.—(1) The allowances referred to in paragraph (2) are prescribed as allowances which a local authority for a maintained school which does not have a delegated budget, may—

- (a) pay to a governor of the school, in accordance with the provisions of a scheme made by the local authority for the purposes of section 519 of the EA 1996;
- (b) pay to an associate member of the governing body of the school.

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member, to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the authority, and made on provision of a receipt for the relevant amount.

Travel payments for private vehicles

30. Payments for travel expenses incurred through the use of private cars, pedal cycles and Motorcycles must be at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate (a) as published from time to time.