

January
2017

Governors

Governor Allowances Policy & Practice 2017

Contains relevant information on expenses
incurred for visits to School



Governor Allowances Policy

The aim of this policy is to ensure that a governor (or an Associate Member of the Governing Body), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. 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. Stanley School Governing Body believes that paying governor 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 28th March 2011 all governors of Stanley 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 Stanley School, and are agreed by the Governing Body 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 baby-sitting 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 45 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 LA or any other source;
 - telephone charges, photocopying, stationery, postage etc.;
 - any other justifiable allowances.

The Governing Body at Stanley 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 Business Manager), attaching receipts where possible, and return it to Business Manager 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.

The Governing Body agreed this policy on 28th March 2011.