



# Governors' Allowances Policy

## **Purpose**

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 to Governors for certain allowances which they incur in carrying out their duties. Tavistock Infant School believes that paying Governor's allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Governors for all of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

## **1. Introduction**

1.1 Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body.

1.2 Governors may not claim for actual or potential loss of earnings or income.

1.3 All Governors and associate members are eligible to claim allowances in accordance with this Policy.

1.4 Categories of eligible expenditure are as follows:

Care arrangements: Childcare or baby-sitting expenses, where these are not provided by a relative or partner;  
Care arrangements for an elderly or dependent relative, where a relative or partner does not provide these.

The extra costs Governors incur in performing their duties either because they have special needs or English is not their first language.

Travel & Subsistence: Private car mileage or travel expenses, including taxi or train fares, associated with attending county or national meetings or training sessions. Expenses associated with attending FGB or committee meetings, to be agreed on an individual basis.

Telephone calls, stationery, copying and postage.

Any other justifiable allowances provided prior approval is given by the Chair or Vice Chair of Governors

## **2. Allowance Rates**

Rates at which allowances are payable are as follows:

Care Arrangements: Actual costs incurred, up to a maximum of the minimum wage rate. Duration expected to be about 2 hours of normal meetings. For long periods, i.e. attendance at training, prior notification to be given to Chair or Vice Chair of Governors.

Travel & Subsistence: Mileage to be paid as per Inland Revenue authorised mileage rate, currently 45 pence per mile. All other expenses will be actual costs incurred. Where Governors are a significant distance from the meeting or training, i.e. due to work, prior to notification (as referred to above) to be given.

Telephone calls, stationery and postage: Actual costs incurred.

## **3. Criteria for Claims**

- 3.1 All claims must be submitted to the School Administration Officer using the Governor Allowances Claim Form (Appendix A). Forms to be authorised by Chair or Vice Chair of Governors before submission, with all expenses claimed within one month of the expenditure being incurred (except for telephone calls).
- 3.2 Receipts must be supplied to support claims for reimbursement, e.g. phone bill, till receipt.
- 3.3 In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

## **4. Financial Systems**

The school's normal systems for processing payments will apply to claims made under this scheme as per the school's finance policy.

## **5. The Role of the Governing Body**

- 5.1 Decide annually whether to pay governors' allowances, bearing in mind policies for equal opportunities.
- 5.2 Detail the expenses that can be claimed, if relevant
- 5.3 Monitor the impact of the policy, where relevant, with reference to Governors' attendance at meetings and to the total sum claimed
- 5.4 Review the policy annually
- 5.5 It is recommended that the Chair or Vice Chair of Governors monitor spend and refer to the FGB should expenses claimed reach a pre-set upper limit within a financial year presently set at £100.

Note:

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

**APPENDIX A**

**Governors' Allowances Claim Form**

Name	Date
Address	Reason for claim

	Amount
Childcare/ babysitting	
Care arrangements for dependant relatives	
Support for governor with special needs	
Support for Governor, first language not English	
Travel to meetings/ courses	
Subsistence for national meetings/ training	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other – please specify	
<b>Total claimed</b>	

Signature of claimant ..... Date.....

Approved for payment by..... Date.....

Position Chair of Governors / Vice Chair of Governors

Received by claimant ..... Date.....