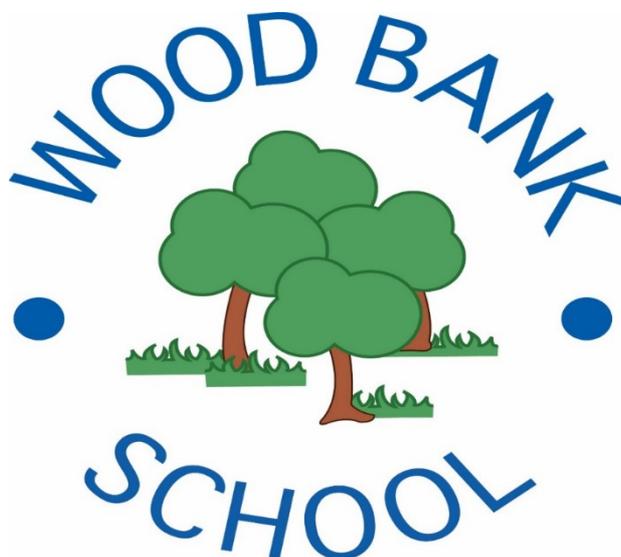


WOOD BANK SCHOOL



GOVERNOR ALLOWANCES POLICY

Ratification Date	January 2017
Review Date	December 2018
Signed (Headteacher)	
Signed (Chair of Governors)	

Equality Statement

At Wood Bank School we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities. National legislation re disabilities, race relations and special education needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Gifted and Talented, Equal Opportunities and Health and Safety.

Philosophy

We are aware that the Education (Governors' Allowances) Regulations 2003 gives Governing Boards 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.

We believe that paying governors' allowances is important in ensuring equality of opportunity to serve as governors for all members of the community.

We understand that allowances will only cover the expenses incurred in the performance of a governor's duties. We will ensure that any travel costs will not exceed the Inland Revenue Authorised Mileage Rate guidelines.

AIMS

- To make provision for the payment of allowances to governors and associate governors.
- To ensure that allowances must only cover the expenses incurred in a governor's performance of their duties.
- To ensure travel costs will not exceed the Inland Revenue Authorised Mileage Rate guidelines.
- To work with other schools to share good practice in order to improve this policy.

Procedures/Practice

ALLOWANCES - SPECIFIC CATEGORIES

With the approval of the Governing Board, governors may claim for the following;

- Travel costs (which must not exceed those permitted by the Inland Revenue Authorised Mileage Rate) to meetings (other than termly governors' and committee meetings held at the school) and training;
- Childcare or babysitting allowances (excluding payments to a current or former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current or former spouse or partner);

Additional costs incurred because:

- they have special needs;
- English is not their first language.

Other costs such as:

- Telephone charges relating to school business and governance;
- Photocopying;
- Stationery;
- Postage etc.

Governors will not be:

- paid attendance allowance;
- reimbursed for loss of earnings

CLAIMS

The following procedure must be adhered to when making a claim:

- Claims must be made on the appropriate claims form.
- All receipts must be attached to the form.
- All forms must be returned to the School within two weeks of the date when allowances were incurred.
- All claims will be submitted to the Finance Committee for approval.

AUDIT

- All claims will be subject to an independent audit.
- Excessive claims will be investigated.

Responsibilities for Leading, Monitoring & Evaluating

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel and parents are aware of and comply with this policy;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

Related Legislation/Documentation/Policies

This policy relates to the following;

- Education (Governors' Allowances) Regulations 2003
- Equality Act (2010)