



Governors' Allowance Policy

Status

Statutory

Purpose

The Governing Body plays a key role in the leadership and management of the school. They make a valuable contribution giving their time voluntarily. Individual governors should not be deterred from playing their full part because of incidental costs.

Equality Impact:

Patcham Junior School's Governing Body believes paying governors' allowances in specific categories, as set out below, is important to ensure equality of opportunity to serve as governors for all members of the community and so is an appropriate use of the school's Budget Share. The specific items allowable reflect this objective.

Roles and responsibilities of governors

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 costs which they incur in carrying out their duties.

From September 2014 all governors of Patcham Junior School will be entitled to reimbursement of costs incurred as follows:

Governors will be able to claim reimbursement, providing the costs were incurred in carrying out their duties as a governor or representative of Patcham Junior School. Governors will be able to claim reimbursement for reasonable expenses. These may include:

- Childcare or babysitting costs (other than by a resident and responsible person at the home address);
- Cost of care arrangements for an elderly or dependent relative (other than as above)
- 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/hearings. This cannot exceed the Inland Revenue Authorised Mileage Rates or the specified rates for school personnel. Patcham Junior School will reimburse mileage at the rate of 45p per mile.
- 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 cost with the prior approval of the Resources and Pay & Performance Committee.

The Governing Body at Patcham Junior School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings;
- Governors may not be reimbursed for cost of equipment to enable remote attendance at meetings.

Governors wishing to make claims under these arrangements should submit receipts to the Business Manager within two weeks of the date when the expenses were incurred, or such later date upon prior agreement with



Resources and Pay & Performance Committee. If they are in excess of £50, specific approval from the Resources and Pay & Performance Committee should be obtained prior to the expenditure being incurred.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

Arrangements for monitoring and evaluation

The Governing Body will monitor and evaluate the impact of the policy every three years with reference to the attendance records of governors at meetings and to the total sum paid.

Date agreed by Governing Body

Date of next review March 2017



Claims Form

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

I claim the total sum of £..... as detailed below for governor expenses as detailed below.

I attach all relevant receipts to support my claim.

I certify that the particulars in this claim are correct and have been incurred in the course of my duties as a governor at Patcham Junior School.

Signed <input style="width: 90%;" type="text"/>	Date <input style="width: 90%;" type="text"/>
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Approved for payment (chair/vice-chair of FGB or RPP/Curriculum committee)

Signed <input style="width: 90%;" type="text"/>	Date <input style="width: 90%;" type="text"/>
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Details of claim	£
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 (see below)	
Travel/subsistence to national meetings or training events (see below)	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

Breakdown of mileage claims				
Date	Details of trip (from - to)	Purpose of trip	Mileage	Value at 45 p per mile (£)
Totals				

The approved form should be submitted to the Business Manager