



# 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 Infant 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.

## Reimbursement entitlement

Governors and associate members will be able to claim reimbursement, providing the costs were incurred in carrying out their duties as a governor or representative of Patcham Infant 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);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Any other cost with the prior approval of the governing body.

## The Governing Body at Patcham Infant 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 Bursar within six weeks of the date when the expenses were incurred, or such later date upon prior agreement with Finance and Personnel Committee. If they are expected to be in excess of £50 prior approval should be obtained.

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 at least every three years with reference to the attendance records of governors at meetings and to the total sum paid.

Date agreed by Governing Body: 17<sup>th</sup> April 2018 Date of next review: April 2021



### Claims Form

<b>Name:</b>	<b>Name of School:</b>
<b>Address:</b>	<b>Date:</b>
<b>Post Code:</b>	<b>Claim Period:</b>

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 Infant School.

Signed

Date

<b>Details of claim</b>	<b>£</b>
Child care/Babysitting expenses	
Support for governors with special needs	
Support for governors whose first language is not English	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	

The approved form should be submitted to the Business Manager