



# **Governor Allowances Policy**

**January 2018**

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. Eastburn Junior and Infant School's Governing Body believes that paying governors' 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 April 2018, all Governors of Eastburn Junior and Infant 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 the school, and provided the claim is agreed by the Governing Body or Committee 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);
- Additional costs incurred in performing duties as a result of any 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 LEA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

Governors claiming mileage must hold a current full driving licence. All vehicles used on School business must be taxed, have a valid MOT certificate (if older than 3 years) and current insurance policy. The insurance policy must include cover for business use and indemnify the School against all third party claims (including those concerning passengers) when the vehicle is used on official business. If the insurance covers 'social, domestic and pleasure only' the whole policy will be invalid if the vehicle is used for School business. The school office will need to see the original documents referred to above, prior to any claim being paid. In line with current health and safety requirements annual reviews of driving licence checks will be required.

The Governing Body at Eastburn Junior and Infant 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 the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred.

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

This policy will be reviewed annually.

**Governor Claims Form**

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

I claim the total sum of £..... for governor expenses as detailed below.  
I have attached relevant receipts to support my claim.

Signed.....

	v	£	Receipt Attached (Y/N)
<b>Child care/Babysitting expenses</b>			
<b>Care arrangements for an elderly or dependent relative</b>			
<b>Support for governors with special needs</b>			
<b>Support for governors whose first language is not English</b>			
<b>Travel to meetings/training courses</b>			
<b>Travel/subsistence to national meetings or training events</b>			
<b>Telephone Charges</b>			
<b>Postage</b>			
<b>Photocopying</b>			
<b>Stationery</b>			
<b>Other (please specify)</b>			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to – Heather Toner (School Business Manager)

**Payments will be made via cheque.**

## **DfES Regulations: Paying Allowances to School Governors (September 2003)**

### **Key Messages**

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LEA may pay governor allowances.