



Hove Park School Governor Allowances Policy

Date Ratified		
Date Ratified	Frequency of Review	Next Review Date
08.11.12	Every three years	Autumn Term 2015
Staff Link	Committee	
Niel McLeod	Management and Finance	

STATEMENT ON GOVERNORS' ALLOWANCES AND EXPENSES

Introduction:

The Education (Governors' Allowances) Regulations 2003 allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty".

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing body committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- **Child care or baby sitting expenses.**

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the governing body, its committees or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

- **Care arrangements for an elderly or dependent relative**

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

- **Governors with a special need**

- Where the school or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

- **Governors whose first language is not English**

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

- **Telephone charges, photocopying costs and stationery**

These may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- **Travel and subsistence**

Mileage may be claimed where the distance between the governors' home and the school or other venue which governors are required to attend on

business related to the work of the governing body (e.g. meetings, training courses, visits to other providers, etc.) exceeds 3 miles. Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the rates determined by the local authority in its travel arrangement section of the finance handbook. Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be made on the Schools' standard claim form available from the Finance Office and should be authorised by the Chair of Governors. Completed claim forms should be submitted to the finance office for payment.

Monitoring and Evaluation

The governing body will monitor and evaluate the impact of the policy through the Management and Standards committee on an annual basis with reference to attendance records of governors at meetings and to the total sum paid out.

The governing body will review the policy three- annually.

Payment of governors' allowances

Status

Statutory (unless the governing body has elected not to pay expenses)

Applicable to: MS

Purpose

The governing body plays a key role in the leadership and management of the school. *[You could make clear that you value governors' contribution and the fact that they give their time voluntarily.]* Individual governors should not be deterred from playing their full part because of incidental costs.

Equality impact

This is referenced to the school's General Duty on equality, and should help to ensure that financial constraints do not prevent eligible individuals from becoming governors.

Roles and responsibilities of governors

The Education (Governors Allowances) Regulations 2003 allow maintained schools to extend their schemes for paying governors' expenses from the school's delegated budget. At the full governing body meeting held on *[insert date]* it was agreed that the following expenses could be claimed from *[insert date]*:

- childcare or babysitting (other than done by a resident and responsible person at the home address) at a rate of £x per hour
- care arrangements for a dependent (as above) at a rate of £x per hour
- support for governors with special educational needs (e.g. audio equipment)
- support for governors whose first language is not English (translations)
- telephone charges, photocopying, stationery, etc.
- car travel at xp per mile
- other travel
- meals *[insert details]*

Claims should be submitted to the clerk to the governors who will check and authorise claims for £50 or less. Claims for more than £50 will be checked by the clerk and authorised for payment by the headteacher.

Arrangements for monitoring and evaluation

The governing body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.

Date established by governing body

Date for full implementation

Date for review