

### Governors' Allowances Policy

Responsibility for Document:	Governors
Approved Date:	Summer 2023
Review Date:	Summer 2026

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.

The 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.

All governors will be entitled to claim the actual costs, which they incur as follows:

- Governors will be able to claim allowances providing the costs are incurred in carrying out their duties as a governor and are agreed by the FGB (can be delegated to a Finance committee) that they are justified before any reimbursable costs are incurred.
- 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 babysitting 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);
  - 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 at a rate of 24 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 relevant Government department, 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 justifiable allowances.

The governing body 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 should, once prior approval has been sought, complete a claims form (obtainable from the School Office). Receipts should be attached where possible, returning it to the school within two weeks of the date when the allowances were incurred. They will then be submitted for approval by the Chair of Governors (or Chair of any Finance committee) to be presented to the appropriate committee (which meets at least once per half-term) for final approval.

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