

THE GRANGE PRIMARY SCHOOL

GOVERNORS' ALLOWANCE POLICY

Principles

The Education (Governors' Allowances) Regulations 2003 allows schools to implement schemes to pay or not pay governors allowances from the school's delegated budget. The aim of this policy is to provide clear guidance to governors on the types and values of allowances that can be claimed whilst undertaking governor duties, attending meetings or training courses.

Very few governors claim expenses, however, this policy has been created to enable people with limited incomes to become governors.

It must be noted that all members of the governing body will be eligible to make a claim against any expenses listed in this policy; governors will **not** be paid an attendance allowance and governors will not be reimbursed for loss of earnings

Eligible Expenses

*** travel expenses when attending governing body meetings**

- to *include committee meetings
- at a rate of *45 pence per mile (*current HM Revenue and Customs authorised mileage rate is 45p per mile 0-10,000 miles*)
- where governors share transport only the provider may claim
- cost of public transport may be claimed (proof will be required)
- cost of taxi may be claimed in special circumstances otherwise payment based on mileage rate or equivalent bus fare will be used

*** travel expenses when attending governor training courses**

- at a rate of *45 pence per mile (*current HM Revenue and Customs authorised mileage rate is 45p per mile 0-10,000 miles*)
- where governors share transport only the provider may claim
- cost of public transport may be claimed (proof will be required)
- cost of taxi may be claimed in special circumstances otherwise payment based on mileage rate or equivalent bus fare will be used

Eligible Expenses (cont'd...)

*** sundry expenses**

- relating to telephone charges, photocopying, postage and stationery, etc
or
- relating to telephone charges, photocopy, postage and stationery, etc will **not** be allowable – governors can use the school photocopier for governing body business whilst further assistance with office services can be sought from the school office subject to the other demands on staff time

*** other expenses**

Implementation

- in accordance with the Regulations expenses will be paid out of the school’s annual budget allocation
- travel claims may not exceed the specified rates by the Secretary of State for the Environment, Transport and the Regions – these change annually and details can be obtained from the LA’s Personnel Section.
- governors whose expenses are the subject of consideration must **withdraw** from the meeting at this point and take no part in the decision

Authorising and Processing Claims

- payment will be made *half termly
- any governor wishing to make claims under these arrangements should complete a claims form (obtainable from the school office) and should attach associated receipts or proof of attendance
- the governor should hand the completed form to the head teacher who will bring the claim to the attention of the governing body or the finance committee to make a decision
- any decision to be recorded in the minutes
- following any decision to approve a claim the head teacher will be empowered to authorise payment of expenses by signing the claim form
- the head teacher will commit the expenditure to the appropriate budget heading and keep a record with the completed claim form and associated receipts

Monitoring

- the governing body *finance committee will annually examine the level of allowances paid to governors to ensure best value practices are being followed in principal and that value for money is being achieved.

Accountability

- all claims will be subject to the normal LA audit arrangements and may be investigated by the chair of governors if they appear excessive or inconsistent

Review

- the governing body*finance committee will annually (spring term) consider how the policy is operating in practice
- the *governing body *finance committee may, at any time, agree to withdraw the facility or review the criteria for claims

approval of policy:- Spring Term 2021	review of policy:- Spring 2024
--	-----------------------------------