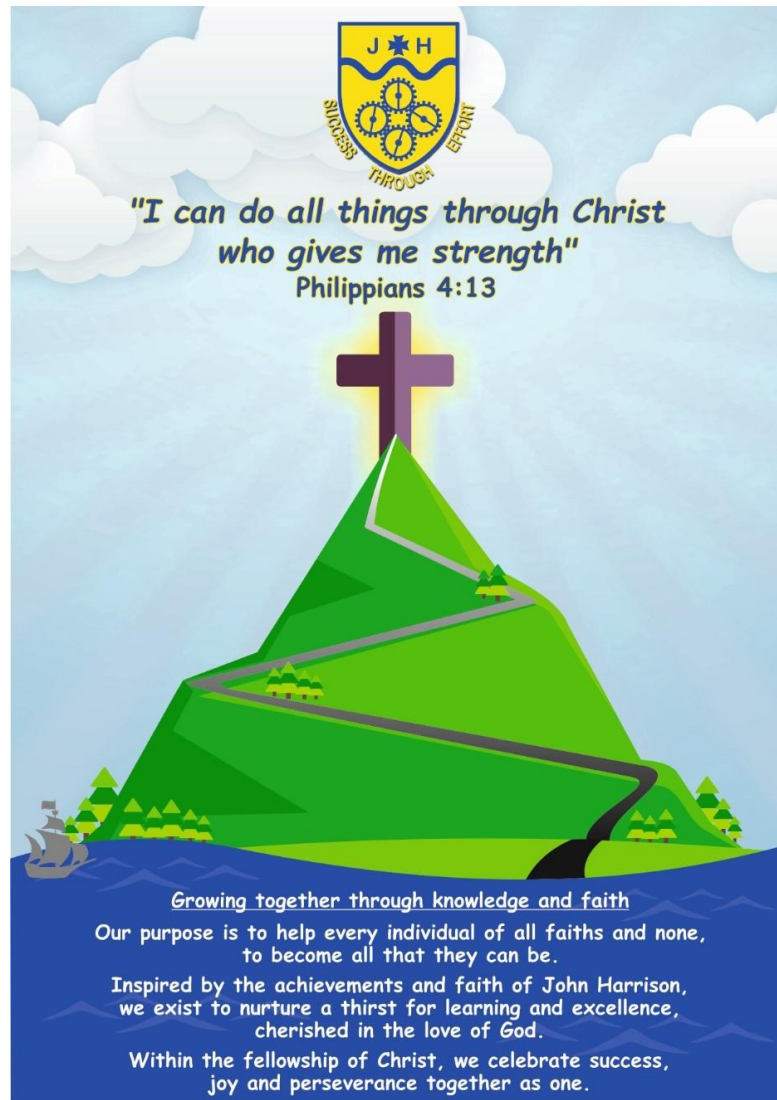


John Harrison CE Primary School

Governors' Allowance Policy



Date reviewed: Summer 2024

Date of next review: Autumn 2025

Amendments: None

Hope Respect Perseverance Friendship Compassion Peace Forgiveness

John Harrison C of E 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 40 pence per mile
- up to a maximum of 50 miles can be claimed in connection with any one meeting
- 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 40 pence per mile up
- up to a maximum of 100 miles can be claimed in connection with any one training course
- attendance on out of county training courses will require the approval of the full governing body
- 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

Sundry expenses

- 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

Implementation

- in accordance with the Regulations expenses will be paid out of the school's annual budget allocation
- the finance committee will agree a budget for governors' expenses for the year, above which no further claims will be considered
- any claim above £100 will require the **prior** approval of the **governing body**
- 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 either the LA's Personnel Section or via the internet (www.nyfvo.org.uk/info/travelexpenses/index.shtml)
- 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 once a term
- 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 finance committee will annually (autumn term) 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 finance committee will annually (autumn term) consider how the policy is operating in practice
- the governing body may, at any time, agree to withdraw the facility or review the criteria for claims.

This policy will be reviewed by the governing body every year, or earlier if considered necessary.