# Governors' Allowance Policy

| Date approved | Committee responsible for review of policy | Next review date | Policy on website | Statutory policy |
|---|---|---|---|---|
| 2024 | Resources | 2027 | Yes | Yes |

Headteacher: Mrs Fiona Micklefield

**Introduction**

The Education (Governors' Allowances) Regulations 1999 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 the 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 babysitter and are limited to £15 per meeting.

Governors may make use of Breakfast or After School Club free of charge when covering Governors' duties.

**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 special needs**

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 charges 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 up to a maximum of 10 miles may be claimed where the distance between governors' home and the school exceeds 3 miles. Governors may claim travel expenses when attending authorised training. Mileage allowance will be the same as LA essential user's rate.

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 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.

Payments of expenses that will be 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 to the School Business Manager and authorised by the Chair of the Governors.

The Governing Body of St Lawrence CE Primary School believes that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as Governors to all members of the community. This policy applies equally to all categories of Governor.

Head Teacher:
(Fiona Micklefield)

Chair of Governors:
(Paul Whitty)