

# Governor Allowances Policy

## St Andrew's Church of England Primary School

We believe that 'Everyone is different. Everyone is special'. As Jesus taught us to love unconditionally, so we strive to nurture respect for all; to provide a rich and stimulating curriculum that considers the individual; and to care for the intellectual, social and spiritual well-being of our whole school community - encouraging positive engagement with the wider world, as affirmed through our school values and parable of the Good Samaritan.

Jesus said, "Love the Lord your God ..." and, "Love your neighbour as yourself." Luke 10:27



At St Andrew's we are committed to keeping pupils and staff safe. Our school policies are an essential part of the way we safeguard all members of our diverse school. We support democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. These principles help us to listen to each other and learn from each other to create a safe and rich learning environment for pupils and staff alike.

<b>Approved by:</b>	<b>FPP</b>	<b>Date: 13/11/23</b>
<b>Last reviewed on:</b>	<b>November 2023</b>	
<b>Next review due by:</b>	<b>November 2024</b>	

# **St Andrew's C E Primary School**

## **Governor Allowances Policy**

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. St Andrew's CE Primary School 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 of St Andrew's School are entitled to claim the actual costs which they incur as follows:**

1. Governors will be able to claim allowances, providing the allowances are incurred in carrying out their duties as a Governor or representative of St Andrew's CE Primary School, and are agreed by the Finance, Premises and Personnel Committee to be justified before any reimbursable costs are incurred.
2. 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 baby-sitting 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;
  - travel and subsistence costs, payable at the current rates specified by Oxfordshire County Council, 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.

\* In the cases of telephone charges, photocopying, stationery and postage etc, governors of St Andrew's School are encouraged to make use of the school's resources instead of claiming costs.

### **The Governing Body at St Andrew's School 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, once prior approval has been sought, should complete a claims form (Appendix 1), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance, Premises and Personnel (FPP) to be presented to the FPP 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 FPP in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.

# Appendix 1

## Model Claims Form

<b>Name:</b>	<b>Name of School:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to:

St Andrew’s School office, c/o Jo Holmes, Headteacher.

## Appendix 2

### DfES Regulations: Paying Allowances to School Governors (September 2013)

#### Key Messages

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed HMRC Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the Governing Body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LA may pay governor allowances.

The Education (Governors' Allowances) Regulations 2003 are available from The Stationery Office (ISBN 0-11-045135-X) or on the Stationery Office's website at:

<https://www.legislation.gov.uk/ukxi/2003/523/contents/made>

Guidance on the regulations can be found on :

<https://www.gov.uk/government/publications/school-governance-regulations-2013>