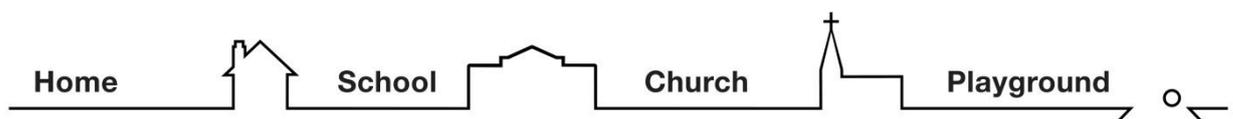


# **Governors' Allowances Policy**

**March 2016**

This policy statement has been developed in accordance with the DFE document 'The School Governance (Roles, procedures and Allowances) (England) Regulations 2013



(Appendix 1). 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. Thornleigh Salesian College 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 Thornleigh Salesian College will be entitled to claim the actual costs, which they incur as follows:

- Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor and are agreed by the 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.
- Child care or baby-sitting allowances (excluding payments to a current/former spouse or partner)
- Cost of care arrangements for elderly or dependent relatives (excluding payments to a current/former spouse or partner)
- The extra costs they incur in performing duties either because they have special needs or because English is not their first language.
- The cost of mileage relating only to the travel to meetings/training courses will be paid at the current HMRC rate per mile.
- Reasonable costs relating to other travel to meeting / training should be agreed in advance ensuring the cost is kept to a minimum but taking into consideration constraints on the travel i.e. timings of events and other commitments the Governors might have.
- Telephone charges, photocopying, stationery, postages etc.
- Any other justifiable allowances.

The Governing Body at Thornleigh Salesian College acknowledge 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 (obtainable from the Finance office), 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 Finances to be presented to the Finance Committee (which meets at least once per term) for final approval.

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

**Monitor and Review** The Governors of the Finance and Resources Committee is primarily responsible for monitoring the implementation of this policy.

**Governor Approval and Review dates**

This policy was approved by the full governing body in May 2015 and will be reviewed annually.



**APPENDIX 1**

**Claim 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 .....

	£	£	£
Childcare/babysitting expenses			
Care arrangements for elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings / courses			
Travel / subsidence to national meeting or training			
Telephone charges			
Postages			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to the Director of Business Services

## Appendix 2

### STATUTORY INSTRUMENTS

#### 2013 No. 1624 EDUCATION, ENGLAND

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

Made - - - - 1st July 2013

Laid before Parliament 8th July 2013

Coming into force - - 1st September 2013

### PART 6

Governors' Allowances

#### Interpretation

27. In this Part—

- (a) “governing body” includes a temporary governing body constituted under section 34 of the EA 2002; and
- (b) “governor” includes a member of a temporary governing body.

#### Schools

##### Schools with delegated budgets

28.—(1) The governing body of a maintained school which has a delegated budget(a) may

determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments

made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.

##### Schools without delegated budgets

29.—(1) The allowances referred to in paragraph (2) are prescribed as allowances which a local authority for a maintained school which does not have a delegated budget, may—

(a) pay to a governor of the school, in accordance with the provisions of a scheme made by

the local authority for the purposes of section 519 of the EA 1996;

(b) pay to an associate member of the governing body of the school.

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member, to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the authority, and made on provision of a receipt for the relevant amount.

##### Travel payments for private vehicles

30. Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate(a) as published from time to time.

[http://www.legislation.gov.uk/ukxi/2013/1624/pdfs/ukxi\\_20131624\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1624/pdfs/ukxi_20131624_en.pdf) accessed 1.05.15 at 12:30pm

