



POLICY FOR THE PAYMENT OF GOVERNOR ALLOWANCES

RATIFYING COMMITTEE	Full Governing Body
DATE RATIFIED	24.6.21
NEXT REVIEW DATE	June 2024

POLICY OBJECTIVES

The objectives of this policy are to describe the standards expected and the supporting processes for the application and payment of all governor related allowances.

The development of this policy has involved due regard to the requirements of the Equality Act 2010.

1. Executive Summary

The School Governance (Roles, Procedures and Allowances (England)) Regulations 2013 applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors when carrying out their duties. The rationale for its development is to provide clear standards for why, how and when governor allowances are provided.

The policy applies to all governors in applying for allowances and or expenses. The policy has specific implications for:

- The Full Governing Body (FGB).
- The Head Teacher.
- The Office Manager.

This Policy should be read in conjunction with:

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

2. Version Control

Version	Date	Author	Ratified by
1.0	November 2014	Vice Chair of Governors	FGB
2.0	March 2018	Chair of Governors	FGB

3. Contents

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4. Introduction

4.1 Rationale:

The School Governance (Roles, Procedures and Allowances (England)) Regulations 2013 applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors when carrying out their duties.

School governors provide a voluntary service and cannot be paid for their role as a governor. But they can receive out of pocket expenses. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor.

4.2 Scope:

The policy applies to all governors in applying for allowances and or expenses. The policy has specific implications for:

- The Full Governing Body (FGB).
- The Head Teacher.
- Chair of the Finance and Premises Committee
- The Office Manager.

4.3 Principles:

The purpose of this policy is to describe the types of allowable expenses where a claim can be made by governors when expenses have been incurred in the delivery of their duties.

The Governing Body believe this would be an appropriate use of school funds as it would help to ensure equality of opportunity to service as governors to all members of the community.

The objectives of the policy are to describe the standards expected and the supporting processes for:

1. The types of allowable expenses permitted for governors.
2. How claims may be made.

5. Policy Standards:

Types of allowable expenses

Examples of where a claim may be made for incurred expenses include the following:

1. Child care or babysitting

- A) Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events.
- B) Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

2. Care arrangements for an elderly or dependent relative

- A) Costs may be claimed for situations like those for child care.

3. Telephone charges, photocopying, stationery, etc

- A) Where a Governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made.
- B) Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

4. Travel and subsistence

- A) Only in the event that a Governor is travelling outside of the Borough of Warrington on school business should a claim be made.
- B) Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.
- C) Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
- D) Mileage claims will be reimbursed at the level of the rates published by HM Revenue & Customs.
- E) Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

5. Special Needs

- A) Any extra costs incurred by governors in carrying out their duties because they have special needs.

6. Other

- A) This list is not exhaustive, and the Governing Body agrees to reimburse other justifiable expenses.

7. Making a claim

- A) To minimise administrative burden for the school, Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.
- B) Claims should be submitted on the appropriate claim form and should be authorised by either the Chair of the LGB or Headteacher and submitted to the school office for payment.
- C) Claims will be reimbursed by cheque or bank transfer
- D) Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure.
- E) If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.

6. Duties

6.1 Full Governing Body (FGB):

The responsibility for ensuring that a policy for the payment of governor allowances exists and that all governors are aware of and operate within the policy standards rests with the FGB.

The FGB will seek assurance that governors allowance payments meet the requirements of independent audit standards applicable to all school expenditure.

6.2 The Head Teacher:

The Head Teacher has delegated responsibility from the FGB for approving all governor allowance claims and countersigning all expense claim forms accordingly.

6.3 Office Manager:

The Office Manager has responsibility for making expenses payments to governors, subject to the appropriate form being presented which has been signed by both the governor and Head Teacher (or Chair of Finance and Premises Committee in their absence).

The Office Manager is responsible for holding all completed governor claim forms and making them available for an internal or external scrutiny/ audit as required.

6.4 Chair of Finance and Premises Committee

The Chair of the Finance and Premises Committee is responsible for countersigning governor expense claim forms in the absence of the Head Teacher.

7. Consultation and Communication with Stakeholders

This policy has been developed in consultation with the Chair of Governors and the Head Teacher. A previous version of this policy has been considered and approved by the FGB.

8. Monitoring Compliance with and the Effectiveness of this Policy:

Monitoring of compliance with this policy will be undertaken by:	The Chair of Governors
Monitoring will be performed:	As required
Monitoring will be undertaken by means of:	As part of the external audit of school expenditure.
Should shortfalls be identified the following actions will be taken:	The Chair of Governors will consider the outcomes of the review and make recommendations for change to the FGB as appropriate.
The results of monitoring will be reported to:	The Finance and Premises Committee
Resultant actions plans will be progressed and monitored through:	The Finance and Premises Committee
The auditable standards of the policy are:	<ul style="list-style-type: none"> • A signed claim form will be completed for all expenditure sought under the standards of this policy.

EXPENSES CLAIM FORM (for Governors) PART 1

Name of Governor:

Note: If your claim includes payment to another person (e.g. babysitter) then you must get them to complete the information in Part 2 or your claim may be rejected.

Date	Details of Expenses	Claim (£)
Total Claim		

I certify that I have actually and necessarily incurred the expenses claimed for above and confirm that reimbursement has been received.

Signature (Governor): Date:

Headteacher/ Date:
 Chair of Finance Committee

Reimbursed by: Date:

FOR OFFICE USE ONLY

Cost Centre: Ledger Code:

EXPENSES CLAIM FORM (for Governors) PART 2

Part 2 only to be completed when **payment is made to another person**

Amount received £.....

Name (in block capitals)

Signature

Date