SANDHURST
PRIMARY SCHOOL

'Aim High Be Happy'

Governor Allowances Policy

Policy Control	
Responsible Person:	Chair of Governors
Responsible Governors:	George Parkin & Sophie Willard
Approved by Governors:	September 2022
Date due for review:	September 2023

Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:

At Sandhurst Primary School, children come first and our priority is to deliver high quality teaching and learning whilst at the same time providing rich and truly enjoyable learning experiences for our community of children. Everything we do as a school is to ensure that the children achieve their very best; we are deeply aware that children only get one chance at their primary education and it is our job to ensure that they all reach for the highest levels of personal achievement and development. We want every child to be successful; to reach for success from the very first day that they join us and throughout their school lives so that when they leave us, they have a love of learning for the rest of their lives.

Our School Values

Sandhurst Primary School values

Enjoyment Challenge Friendship Independence Confidence Resilience

and all our stakeholders are encouraged to *reflect* upon their learning and their action

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Guiding Principles

Governing Boards can choose whether or not to pay allowances to Governors; should the Board agree to do so, out of pocket expenses can be reimbursed; payments cannot include attendance allowance or loss of earnings. The cost of paying these allowances will be a charge on the school budget and where a Governing Board decides to make such payments, a suitable budget should be set aside.

Eligible expenses for approval may include:

- childcare or babysitting expenses
- care arrangements for an elderly or dependent relative
- support for Governors with special needs (e.g. audio equipment)
- support for Governors whose first language is not English (e.g. translations)
- telephone charges, photocopying, stationery etc.
- travel and subsistence
- other justifiable allowances

1. The Governing Board should first decide whether, as a matter of policy, if they wish to pay allowances. This decision should be made at a Full Governing Board meeting and should be minuted.
2. Where the Governing Board decides to pay expenses, they must define what will qualify for payment, this should be included in the policy. The policy must treat all categories of Governor equally and should also cover associate members. Any allowances for travel and subsistence cannot exceed the rates specified by HMRC. https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.
3. Governing Boards may want to consider whether to set an annual budget limit for the allowances fund.
4. Governing boards may want to determine if Independent Governors, acting on their behalf, are able to claim against this policy or via the schools' general expenses policy.
5. Payment: Any claim for expenses must be processed correctly and records kept. Details about how claims would be dealt with should follow the school's internal procedures. Governors' allowances may be subject to audit.
6. Review: The policy should be reviewed to reflect any changes within the membership of the Board as a part of succession planning in ensuring the right people around the table, and in the light of any changes in legislation. All new Governors and associate members should be given a copy of the policy.

The policy given below is a model which the Governing Board should adapt and agreed as needed. It should be read in conjunction with the above guidance notes.

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Governance Allowances Policy

The Governing Board in having a delegated budget, has a statutory duty to determine whether to pay allowances and where they choose to do so, it must be in accordance with a policy or scheme. Where a Board does not have a delegated budget, allowances and expenses may be paid by the Local Authority (LA) at a rate determined by them.

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Boards 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.

DELETE AS APPLICABLE

XXXXXXXXXXXXX School Governing Board decided at a meeting on << INSERT DATE HERE >> that it would not pay out of pocket expenses to members of the Governing Board.

THIS IS TO BE REVIEWED ON …… (annually recommended)

OR

XXXXXXXXXXXXX School Governing Board 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. This does not include payments for attendance allowance or to cover loss of earnings for attending meetings.

All Governors of XXXXXXXXXXX School *including Independent Governors working on behalf of the board* (amend/delete as appropriate) are entitled to claim the actual costs, on a case-by-case basis, with the prior approval of the Governing Board, in which they incur as follows:

- To attend governors' meetings, committee meetings, panel meetings and any other meeting, which as a governor/*independent governor* you are required to attend
- To attend monitoring visits
- To attend training or Governor Briefings provided by Governor Services /diocese/trust/Local Authority/training provider (amend as appropriate)
- To attend conferences other than those mentioned above (which have approval)
- Other justifiable allowances not mentioned above – as agreed by the chair of the board
- Casual visits to the school for school events do/do not qualify (amend/delete as appropriate)

Payments of expenses where these have been or are already met by the LA or any other body (e.g. trust board, diocese) are excluded from this policy.

Expenses Allowances

Allowances and expenses necessarily incurred for which a claim may be made are defined in the following subsections (delete/amend as required):

1. **Childcare or babysitting allowances** (excluding payments to a current/former spouse or partner). 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 Board, its committees or in otherwise representing the school or governing board; claims will be limited to reimbursing the actual cost paid to a registered childminder, a

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babysitter or the cost of attendance at an after school provision in which they do not regularly attend. Appropriate proof of payment will need to be submitted.

2. **Cost of care arrangements for an elderly or dependent relative** (excluding payments to a current/former spouse or partner/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. Appropriate proof of payment will need to be submitted.
3. **Governors with a special need**. Where the school or governing board 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 care support. Appropriate proof of payment will need to be submitted.
4. **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. Appropriate proof of payment will need to be submitted.
5. **Telephone charges, photocopying costs, printer ink, postage and stationery**. May be reimbursed where the Governor is unable to use the facilities of the school or their own technology in the performance of any duty on behalf of the governing board. 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.
6. **Travel and subsistence**. Mileage, by the least expensive means as possible, may be claimed where the distance between the governors' home and the school or other venue which governors are required to attend on business related to the work of the governing board (e.g. meetings, training courses, conferences, visits to other providers, etc.) is greater than x miles and does not exceed y miles (e.g.10 miles could be deemed as a minimum starting point). Where necessary, the cost of parking to enable attendance of governor business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. Any public transport fare will be reimbursed up to the cost of a standard rail ticket. Mileage allowance will be reimbursed at the prevailing rate for school staff/HMRC (amend as applicable). Where governors share transport, only the driver may claim mileage expenses. The headteacher and any governor who is employed at the school will not be eligible to claim mileage to meetings unless an additional return journey has been made to attend.

Subsistence costs associated with attending national meetings or training events will be payable at the current school rates (insert rates here) unless these costs can be claimed from the LA or any other source.

Claiming Expenses

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the school 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 the board or chair of finance/vice chair in respect of the chair of the board.

OR

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Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the School Office), attach receipts, where possible, and return it to the school within two weeks of the date the expenses were incurred. The claim will then be submitted for approval by the chair of the board or chair of finance/vice chair to be presented to the finance committee (at their next meeting) for final approval

Reimbursement will be made within a reasonable time frame.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. Excessive or inconsistent claims may be investigated by the chair of the board (or chair of finance/vice chair in respect of the chair of the board).

Monitoring Arrangements

The finance committee/finance monitoring pair (delete as applicable) will monitor the spending as part of their monitoring duties and report back to the Board.

This policy will be reviewed annually/every xxx year(s) (annually is recommended)

This policy was approved by the Governing Board on XXXXXXXXX

Signed by Chair of the Board …….

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