



Governors Allowance Policy

Policy Agreed: 30th January 2023
Review date: Spring 2024
Head Teacher: Anthony David
Chair of Governors: Eric Sorenson

We believe that everyone is precious and loved by God. We aspire to let our light shine in all that we do. We nurture and empower one another to flourish. Together we shine in our world by showing compassion and by serving others. Let God's light shine through us.

Introduction:

In relation to maintained schools with a delegated budget, the Education (Governors' Allowances) Regulations 2003 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, is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms Full Governing Body's commitment to ensuring 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, its committees or in otherwise representing the FGB; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

- 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 a special need

Where St Mary's or the FGB does not provide facilities or equipment to enable 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 expenses 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 Full 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. Where governors have to bear the cost of printing themselves, paper may be requested from the school and the cost of black ink cartridges may be claimed back on production of a receipt. Governors are requested to act reasonably when using these facilities.

- Travel and subsistence

Mileage may be claimed where the distance between the governor's home and the school or other venue which governors are required to attend on business related to the work of the Full Governing Body (e.g. meetings, training courses, visits to other providers, etc.) exceeds 3 miles. Where necessary,

the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. Where necessary, the cost of the congestion charge for trips through the congestion charge zone will be reimbursed upon production of proof of payment. 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 or personal vehicle 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. Mileage allowance will be reimbursed at the current rate of £0.45 per mile. Payments of expenses where these have been, 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.

Governors' claims should be made to the Clerk of the Full Governing Body who will pass them onto the School for processing and they will be authorised by the Executive Head Teacher.