



Higham Primary School

Governor Allowance Policy

March 2020

Date reviewedMarch 2021.....

Signed on behalf of the Governing Body

Signed Head Teacher

Review DateMarch 2024.....

Higham Primary School

Governor Allowance 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 schools' annual budget allocation to Governors for certain allowances which they incur in carrying out their duties.

The Governing Board at Higham Primary School 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 Higham primary School 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 training or Governor Briefings provided by Governor Services
- 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

Payments of expenses where these have been, or are already met by the LA or any other body are excluded from this policy.

Expense Allowances

Allowances and expenses necessarily incurred for which a claim may be made are defined in the following subsections:

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, or in otherwise representing the Schools or Governing Board; claims will be limited to reimbursing the actual cost paid to a registered childminder, a 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 another 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 10 miles and does not exceed 50 miles. 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. Where Governors share transport, only the driver may claim mileage expenses. The Headteacher and any Governor who is employed at more than one school will not be eligible to claim mileage to meetings if already claimed through another school for the same meeting. Subsistence costs associated with attending national meetings or training events will be payable at the current school rates 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 Headteacher / Finance officer within two weeks of the date when the allowances were incurred, where they will then be submitted for approval by the Chair of the Board or Chair of Finance/ Vice Chair in respect of the Chair of the Board.

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 monitoring pair will monitor the spend as part of their monitoring duties and report back to the Board.

This policy will be reviewed annually.