

Paying Governor Allowance #2

**This policy was reviewed during the Spring Term 2020.
This document is the result of that review.**

DATE AGREED BY FULL GOVERNING BODY:	27/01/2020
REVIEW DATE:	January 2021
REVIEW CYCLE:	Annual
AUTHOR:	Mrs Kay Bridson and Miss Angela Britten
HEADTEACHER:	Mrs Kay Bridson
CHAIR OF GOVERNORS:	Miss Angela Britten
SIGNED:	
TO BE READ IN CONJUNCTION WITH:	Aims of the School Instrument of Government Scheme of Delegation, Standing Orders for the Procedural Workings of the Governing Body Committee Terms of Reference Code of Conduct for School Governors.

Policy for Paying Governor's Allowances #2

Purpose:

The purpose of this policy is:

- to fulfil the aims of the school through a consistent approach to the payment of governor's allowances

Statement of Aims:

We aim:

- to create a safe, rewarding and stimulating environment where progress, effort and attainment are rewarded and celebrated.

Statement of Principles:

The principles underpinning this policy are:

- to recognise the importance, in achieving the school aims, of maintaining the well-being and commitment of members of the Governing Body
- to ensure that the members of the Governing Body are adequately reimbursed for expenses incurred while undertaking their duties as a governor of the school.

Implementation:

The Governing Body, together with the Headteacher, is responsible for the implementation, management and monitoring of the payment of governor's allowances.

Rationale:

- governor's may claim allowances in respect of actual expenditure incurred while attending meetings of the governing body and its committees, undertaking governor development and otherwise acting on behalf of the governing body
- governors may not claim for actual or potential loss of earnings or income
- all governors and associate members are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

Categories of eligible expenditure are as follows:

- care arrangements: child care or babysitting expenses, where these are not provided by a relative or partner;
care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
- telephone calls and postage
- travel
- subsistence

Financial Systems

The schools' normal systems for authorising and processing payments will apply to claims made under this scheme.

Allowance Rates

See HMRC guidelines

Criteria for Claims

- all claims must be submitted to the headteacher on the attached form within one month of the expenditure being incurred (except for telephone calls).
- receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
- in the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.