

Through God's grace a community growing in knowledge and understanding



Governors' Allowances Policy

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (available online at <http://www.legislation.gov.uk/ukxi/2013/1624/part/6/made>). These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Governors or Associate Members for certain expenses which they incur in carrying out their duties. Such payments are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member, to perform any duty.

The Governing Body believes that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as Governors to all members of the community.

The Governing Body acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

Governors of St Laurence Catholic Primary School are able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

- Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner or other responsible adult who normally lives in the family home to care for his/her child(ren).);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Travel and subsistence costs, unless these costs can be claimed from the LA or any other source. Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate published from time to time at <http://www.hmrc.gov.uk/rates/travel.htm>
- Telephone charges, photocopying, stationery, postage etc where it is not possible to be carried out by the school and, where practicable, agreed in advance with the Head or Chair (for the avoidance of doubt it is expected that most of this will be carried out by the school at the Governors request);
- Any other justifiable allowances.

The Governing Body at St Laurence Catholic Primary School will observe the following:

- Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (Appendix One of this policy), attaching receipts where possible, and return it to the School within two weeks after the month when the expense was incurred. They will be submitted for approval by the Chair of Governors (or Vice Chair of Governors in respect of the Chair of Governors) to be presented to the Finance Committee (which meets at least once per term) for final approval.
- Each claim form submitted should be for one month only. Claims submitted after 3 months will not be paid.
- It is the responsibility of each Governor to ensure that each claim is accurate. Governors should keep a record of events attended and the mileage/travel costs per event.
- Governors are expected to minimise costs by sharing cars wherever this is practical. Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.
- Governors will not be eligible to claim for meal costs where food is provided as part of the meeting/event. All expenses must be “wholly and necessarily incurred” for school business.
- Overnight accommodation allowance may be claimed in the following circumstances:
 - Attendance at an event which starts before 09:30 or ends after 19:30 and is at least 75 miles (or a two hour journey) from home.
 - When the event and the return travelling lasts at least 12 hours.
 - When the event lasts more than one day and it costs less to stay overnight than return home.
- The cost of overnight accommodation must be reasonable (no more than £125/night for B&B). A receipt must be produced. (Governors are expected to seek the most competitive price).
- It is the Governor’s responsibility to ensure that any vehicle used to claim expenses is roadworthy and covered by relevant insurance, MOT and road Tax.
- The school is not responsible for any damage to the Governor’s car or any injury to the driver or fellow passengers whilst the car is being used for school business.
- The school cannot accept responsibility for any fine incurred by the Governor (whether parking or any other driving offence) whilst they are travelling on behalf of the school.
- The school retains the right to publish expense claims made by Governors.
- If the Head Teacher expresses any concerns regarding the validity of any expense claim made by any Governor, the opinion of the Chair will be sought after discussion with the member concerned. The Chair’s decision will be final.

- Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair of Governors in respect of the Chair of Governors) if they appear excessive or inconsistent.
- This policy will be reviewed every 3 years.

This policy has been subject to an Equality Impact Assessment

Adopted by Full Governing Body on 4.5.10

Reviewed by Full Governing Body on 24.11.16

Next review due: November 2019

Appendix One

**St Laurence Catholic Primary School
Governor Expenses Claims Form**

Name:	St Laurence Catholic Primary School
Address:	Date:
Post Code:	Claim Period (month/Year):

I claim the total sum of £..... for Governor Expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

Item	£	p
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges*		
Postage**		
Photocopying**		
Stationery**		
Other (please specify)		
TOTAL EXPENSES CLAIMED		
Notes relating to this claim (continue overleaf if needed):		

* Charges only with prior approval from Head or Chair. Costs paid out will be based on BT's standard tariff and must be supported by itemised bill. If calls are part of an inclusive package costs will not be paid.

** Charges only with prior approval from Head or Chair. If any of these items are required please contact the school office.

A separate expense form should be completed for each month and invoices attached.

This form should be submitted to: School Principal Officer

Policy Name: Governors' Allowances Policy

Policy Date: 24th November 2016



EQUALITY IMPACT ASSESSMENT for SCHOOL POLICIES

		Yes / No	Comments
1.	Does the Policy/Guidance affect one group less or more favourably than another on the basis of:		
	• Age (for policies affecting staff)	N	
	• Disability	N	
	• Sex	N	
	• Gender reassignment	N	
	• Pregnancy/maternity	N	
	• Race (which includes colour, nationality and ethnic or national origins)	N	
	• Sexual orientation	N	
	• Religion or belief	N	
	• Marriage / civil partnership	N	
2.	Is there any evidence that some groups are affected differently?	N	
3.	If we have identified potential discrimination are any exceptions reasonable, legal and justifiable?	N/A	
4.	Is the impact of the policy/guidance likely to be negative?	N	
5.	If so, can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

Equality Impact Assessment carried out by: MJ O'Sullivan /Full Governing Body

Date: November 2016