

Redbridge Primary School

RED

“Resilience, Excellence, Determination”



Governor's Allowance Policy

Date approved by Governing Body	Date of Next Review
Summer 2019	Summer Term 2023

Introduction

This Policy has been developed in accordance with the Education (Governors' Allowances)

Regulations 2003 which allow the discretion to pay allowances from the school's annual budget allocation to Governors for certain allowances incurred in carrying out their duties. The Governing Body believes that paying Governors' allowances in specific categories, as set out in this Policy, is important in ensuring equality of opportunity for all members of the community to serve as Governors and so is an appropriate use of school funds. The specific items reflect this objective.

All Governors are entitled to claim the actual costs which they incur as follows:

1. An allowance for costs incurred in carrying out their duties as a Governor or representative of the school, subject to the prior written approval by the Pay Committee, which will ensure that they are justified. The Pay Committee will not approve retrospective claims.

2. Typically, the following may be claimed but approval will be on a case-by case basis:

- Childcare or baby-sitting costs (excluding payments to current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- Additional costs incurred in performing their duties, e.g. because of special needs;
- Actual cost of travel relating only to meetings/training courses using public transport or at the approved mileage rate;
- Actual telephone charges, photocopying, stationery, postage etc;
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, incurred when attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source;
- Any other justifiable and reasonable costs.
- Receipts or proof of costs must be provided wherever possible.

3. Members of the pay committee may not approve any payments to themselves. In those circumstances, the Headteacher has delegated authority to give approval.

The following will NOT be paid:

- Attendance allowance for meetings and/or visits to the school;
- Reimbursement for loss of earnings.

Claims

Governors wishing to make a claim under these arrangements, once prior approval has been received, should complete a Claim Form (obtainable from the Clerk), attaching receipts where possible, and return it to the Clerk within two weeks of the date when the costs were incurred.

The Clerk will submit the Claim Form to the Chair for authorisation by any two of: Chair and Vice Chair of the Governing Body and the Headteacher.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. In the case of such claims by Chair of the Governing Body, the Vice Chair will investigate them.

Mileage Rate

The Resources Committee will determine the mileage rate, which will not exceed the HMRC allowable rate.