



Governor's Allowances Policy

Agreed: September 2019
Review Date: September 2022

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admin@hatherley-inf.gloucs.sch.uk

Statement of Intent

The Governors at Hatherley Infant School understand that at times, governors incur costs in the course of their duties. This policy aims to

- make provision for the payment of allowances to governors and associate governors.
- ensure that allowances must only cover the expenses incurred in a governor's performance of their duties.
- ensure travel costs will not exceed the Inland Revenue Authorised Mileage Rate guidelines.

Introduction

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

Allowances – specific categories

The Governing Board will set aside the sum of £100 in the school budget. With the approval of the Governing Board, governors may claim for the following:-

- Childcare or babysitting allowances in order for a governor to attend Full Governing Board Meetings in the event that school staff are unable to assist with children (this excluding payments to a current/former spouse or partner).
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current or former spouse or partner).
- Support/translation where English is not their first language.

Other costs such as:

- Telephone charges relating to school business and governance;
- Photocopying;
- Stationery;
- Postage etc.

The Governing Board at Hatherley Infant school acknowledges that Governors will not be:

- paid attendance allowance;
- paid travel expenses;
- reimbursed for loss of earnings

Claims

The following procedure must be adhered to when making a claim:

- Claims must be made on the appropriate claims form (obtainable from the school office).
- All receipts must be attached to the form.
- Any claim for Child Care should include the receipt/invoice from a Registered Child Minder.
- All forms must be returned to the School within two weeks of the date when allowances were incurred.

- All claims will be submitted to the Finance Committee for approval.

Once this sum of £100 has been claimed, there will be no other funds available for that financial year.

Audit

All claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

Training

We ensure all school governors have equal chances of training, career development and promotion. Training for Governors is budgeted for separately.

Periodic training will be organised for all school governors so that they are kept up to date with new information and guide lines concerning equal opportunities.

Training will be provided by an accredited trainer that deals with:

- the role of the school governor
- governor meetings
- committees
- the various roles of school governors
- school self-evaluation
- school improvement plan
- analysing school performance data
- performance management
- safeguarding and child protection
- school inspection

Conclusion

We believe that paying governors' allowances is important in ensuring equality of opportunity to serve as governors for all members of the community.

Review

The practical application of this policy will be reviewed every 2-3 years or when the need arises by the Headteacher and the governing board.