



## GOVERNOR'S ALLOWANCES POLICY

### INTRODUCTION

The Department for Education (DfE) Guidance on Paying Allowances to School Governors (September 2003) (See Appendix 2) says:

**“..it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do.”**

It is permissible, although not recommended, under the DfE guidance for the policy to state that no allowances will be claimed. Although this is not ideal, it does at least mean that the issue will be discussed and reviewed on a regular basis. Governing bodies making the decision not to allow the payment of allowances should consider how this policy may affect their ability to recruit and retain governors for whom lack of allowances might be a barrier.

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.

Riverview CofE Primary School Governing Body 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.

From September 2015 all governors of Riverview CofE Primary School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Riverview CofE Primary & Nursery School and Children's Centre, are agreed by the Finance Committee that they are justified before any reimbursement costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
  - 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 full language;
  - The cost of travel relating only to travel to meetings/training courses at a rate of 40p per mile which does not exceed the specified rates for school personnel; Travel and subsistence costs payable at the current rates specified by the Secretary of State for



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the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;

- Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on the HMRC website.
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Governing Body at Riverview CofE Primary School Nursery and Children’s Centre acknowledges that;

- Governors will not be paid attendance allowances.
- Governors will not be reimbursed for loss of earning.

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 School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Vice Chair to be presented to the Fully Governing Body (which meets at least once per term) for final approval.

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

This policy will be reviewed annually. .

Date approved by staff: .....

Date approved by the Governing Body: .....

Date to be reviewed: .....

Responsibility: .....