



## Governors Allowance Policy

<b>Amended by:</b>	Charlotte Coppenhall
<b>Date agreed by Headteacher/Governing Body:</b>	September 2020
<b>Next review date:</b>	September 2021

### **Policy Summary**

The governing body believes that paying governors' allowances, in specific categories, is important in ensuring equality of opportunity to serve as governors for all members of the community and so an appropriate use of School funds. It is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do but it is, of course, at the discretion of individual governors whether they make claims under this policy.

### **Implementation and Notes**

Governors will be able to claim for the following, on a **case-by-case basis**, providing the allowances/expenses are incurred in carrying out their duties, as governors:

- Where deemed absolutely necessary childcare or babysitting allowances (excluding payments to a current/former spouse or partner)
- Where deemed absolutely necessary cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)

(It is expected that, whenever possible, meetings will be arranged at times so as not to incur the above allowances)

- The extra costs incurred in performing duties either because of special needs or because English is not the first language
- The cost of travel relating only to travel to meetings/training courses at a rate which does not exceed the specified rate for School personnel
- In exceptional circumstances travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source

The governing body acknowledges that:

- Governors may not be paid attendance allowance
- Governors may not be reimbursed for loss of earnings

Governors wishing to make a claim under these arrangements should submit the claim, in a sealed envelope, attaching receipts where possible, to the Business Manager within two weeks of the date when the allowances were incurred. The claim will then be presented to the Finance Committee who will organise reimbursement.

### **Monitoring and Review**

This policy will be reviewed on an annual basis.