

The Federation of the Church Schools of Shalfleet and Yarmouth

Achieving Together for a Brighter Future



GOVERNOR ALLOWANCES A STATEMENT OF POLICY

Approved by	DD
Portfolio	Finance
Approved on	Spring 2023
Review date	Spring 2024
Review Cycle	1 Year
Policy Type	Statutory
Ratified/FGM Date	

Signed _____ Date _____

Governor Allowances A Statement of Policy

Introduction:

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing body committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

Governors of the federation of the Church Schools of Shalfleet and Yarmouth will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

Child care or baby sitting expenses

Where a governor has the need for childcare to exercise their duties and commitments as governor, the federation will reimburse any costs incurred; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

Care arrangements for an elderly or dependent relative

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

Governors with a special need

Where the school or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing support, as the case may be.

Governors whose first language is not English

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

Petrol and Diesel

Governors can be reimbursed for mileage expenses, should they have to attend meeting or training not held in either of the schools in the federation. Rates paid will be at 45 pence per mile.

Travel and subsistence costs

May be payable to governors at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from any other source.

Telephone charges, photocopying costs, and stationery

May be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be made on the Claims Form (Appendix 1) and agreed by the Head teacher and Chair of Governors.

GOVERNORS' ALLOWANCES POLICY CLAIMS FORM

Name:	Date:
Address:	Claim Period:

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

Signed.....

	£	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		

This form should be marked for the attention of the Chair of Governors and submitted to Shalfleet C E Primary School Office or Yarmouth C E Primary School Office.

Agreed: _____
Chair of Governors

Agreed: _____
Headteacher

Date: _____

NOTES TO ACCOMPANY: GOVERNORS' ALLOWANCES POLICY

Taken from 'The Governors Handbook', October 2020

Board allowances and expenses

The law allows governing bodies in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governing bodies and associate members appointed by the governing body. These allowances or expenses could cover any costs, such as travel or childcare, which they have incurred because of serving on a board. Where they choose to do so, it must be in accordance with a policy or scheme. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any governance duty. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt (at a rate set out in the scheme) and be limited to the amount shown on the receipt.

Where a board does not have a delegated budget, the LA may pay allowances expenses at a rate determined by them.

School governance in England is rooted firmly in the principle of voluntary service. The Government is committed to maintaining and promoting this principle for governors both of academies and maintained schools. This is in line with Charity Law and corporate governance practice in other parts of the public sector.

There are a limited number of specific circumstances in which individuals serving as governors can receive payments from their school. However, this should only take place where it is clearly in the best interests of the school.

Governor allowances and expenses

The law, The Education (Governors' Allowances) (England) Regulations 2003, allows governing bodies in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governors and associate members of the governing body to cover any costs, such as travel or child care, that they have incurred as a result of serving as a governor. Where they choose to do so, it must be in accordance with a policy or scheme. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on the HMRC website.

Other expenses should be paid on provision of a receipt (at a rate set out in the scheme) and be limited to the amount shown on the receipt.

Payment for serving as a governor

Paying governors for their role as a governor is subject to very specific legal restrictions. This is true in both maintained schools and academies.

Maintained schools

There is no legal power for schools, LAs or the government to pay members of maintained school governing bodies for their duties as governors.

Schools that are performing very poorly may be 'eligible for intervention'. In these schools the Secretary of State or the LA with the consent of the Secretary of State has the power to replace a governing body with an Interim Executive Board (IEB). They have the power to pay members of an IEB they impose, if they chose to do so. We would expect payment to be offered to IEB members only when this is in the best interests of the school. The Secretary of State has to date not offered such payment.

The legal power also exists for the Secretary of State or the LA to appoint any additional governors to a maintained school governing body if the school is 'eligible for intervention'. The Secretary of State has the power to pay any governors he appoints.

The law - The Education (Governors' Allowances) (England) Regulations 2013 were laid before Parliament on 8th July 2013 and came into force on 1 September 2013, revoking the Education (Governors' Allowances) (England) Regulations 2003 from that date. Visit the [Legislation.gov.uk](http://legislation.gov.uk) website to view these regulations.