



Governors Allowances Scheme

Date of Adoption by Governing Body: _____

Chair of Governors' Signature: _____

Date to be Reviewed: March 2019

AIM

The Joseph Rowntree 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 aim.

All Governors of The Joseph Rowntree School are entitled to claim actual costs incurred in the defined categories, but they must provide adequate documented evidence of the costs in order for a claim to be processed.

STATUTORY CONTEXT

This policy 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.

CATEGORIES AND CONDITIONS

Child care or baby-sitting expenses

Where a governor does not have a spouse, partner or other responsible adult to care for a child during a period of absence, in which that governor attends meetings of the Governing Body, its committees or otherwise representing the school or Governing Body. 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 who require reasonable adjustments.

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 who requires reasonable adjustments.

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.

Travel and subsistence

Mileage may be claimed where the distance between the governor's home and the school or other venue which governors are required to attend on business related to the work of the Governing Body (e.g. meetings, training courses) exceeds 10 miles. Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the rate of the LA's user rate.

The Governing Body at The Joseph Rowntree School acknowledges that governors cannot be paid an attendance allowance or be reimbursed for any loss of earnings.

CLAIMING

To reduce administration governors are asked to claim termly in arrears, prior to the end of the financial year in question. Claims should be made on the form in Appendix 1, to the School Finance Manager, and must be authorised in advance of sending it to school, by the Chair of Finance or Chair of Governors. Appropriate evidence of costs e.g. receipts (if obtainable), to support claims for reimbursement must be provided.

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

MONITORING & EVALUATION

The costs incurred by the implementation of this policy will be monitored by the School Finance Manager with reports to the Governing body by exception.

Appendix 1 - Claims Form

Name:	Date:
Address:	Contact number (and e-mail address) to be used in case of a query arising:
Post Code:	Claim Period:

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

Signed: _____ Date: _____

	£	Pence
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		

Authorised By (sign): _____

Print Name: _____

Post held: _____

Date: _____