



Queen's Inclosure Primary School Governor Allowances Policy

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| Status of the Policy: | Statutory |
| Responsible Committee: | Resources |
| Responsible Member of Staff: | Finance Officer |

Rationale:

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Governors for certain costs which they may incur in carrying out their duties.

Aim:

This policy aims to ensure equality of opportunity for all members of the community to serve as Governors, irrespective of their financial status.

Objective:

To provide a clear definition of allowances which may be claimed by Governors from the school's budget and the timescales during which claims may be submitted.

Specific responsibilities are:

Headteacher:

- Delegate an individual as being the single point of contact to process Governors' claims.
- Maintain an awareness of allowances claimed and bring any inconsistencies to the attention of the Chair of Governors or the Chair of the Resources Committee

Governing Body

- Restrict claims to, and minimise, the costs defined in this policy.
- Obtain prior approval for costs, before they are incurred.
- Monitor and evaluate effectiveness of the policy.
- Agree and review the policy every three years.

Chair of Governors/Chair of Resources Committee:

- Approve justifiable costs defined in this policy, in advance of individual claims.
- Monitor the nature and frequency of allowances claimed.
- Investigate any claims which appear to be excessive or inconsistent.

Links with Other Policies

Finance Policy

Charging and Remissions

Allowances:

Before any costs in carrying out duties as a Governor or as a representative of Queen's Inclosure are incurred, they must first be agreed by the Chair of the Resources Committee as reasonable and justifiable. While costs should be met if they are necessary and provide a clear benefit to the school, nevertheless the school should only expect to set aside a small budget for Governor Allowances.

Governors may claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

- Cost of childcare or babysitting (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)
- Additional costs incurred in performing their duties either because they have special needs or because English is not their first language
- Travel and subsistence costs (in excess of 2 miles), payable at rates not exceeding those specified by HMRC (See <http://www.hmrc.gov.uk/rates/travel.htm>)
- Telephone charges, photocopying, stationery, postage etc.
- Any other justifiable allowances.

Re-imbusement:

Governors wishing to make claims under these arrangements - once prior approval has been sought from the Chair of the Resources Committee - should obtain the appropriate paperwork from the school office and submit the claim within two weeks of the date when the costs were incurred. All claims must be accompanied by a valid VAT receipt, clearly detailing the expenditure. The receipt should be exclusive to the items being claimed and show no other personal expenditure. Final claims during a tax year should be submitted to the school office prior to the February half term.

Any disagreement regarding a claim will be considered at the earliest opportunity by the Resources Committee. The claimant must withdraw from the meeting when the matter is reviewed. Claims will be subject to independent audit and may be investigated by the Chair of Governors, or the Chair of the Resources Committee, should they appear to be excessive or inconsistent.

Review Period

This policy is to be reviewed by the Governing Body as it is deemed appropriate, but no less frequently than every three years.

Review date: January 2019