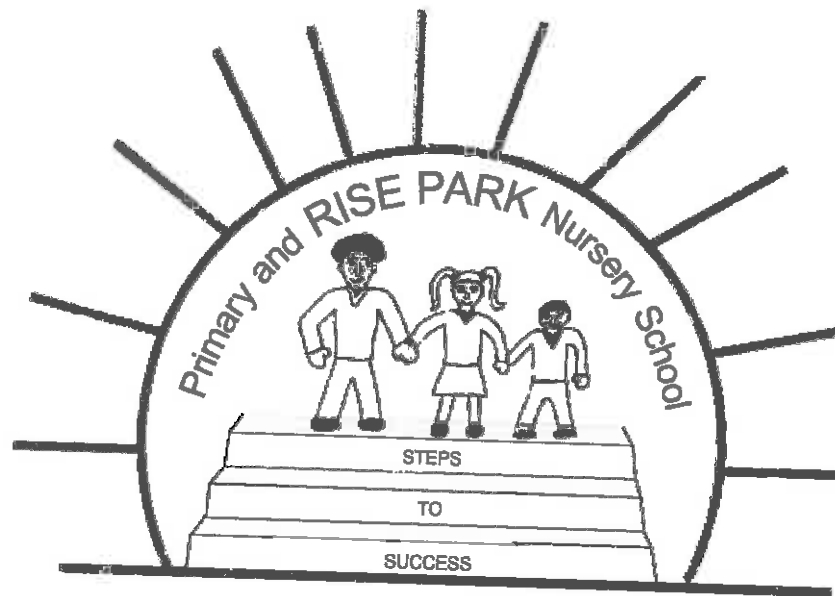


RISE PARK PRIMARY AND NURSERY SCHOOL



GOVERNOR ALLOWANCES POLICY

Signed Matt Wilson ^{MATT}
_{WILSON} Chair of Governors

Date 23/11/2016



Autumn Term 2016 Governing Body Agenda

Governor Allowances Policy

Action for Governors

ACTION FOR GOVERNORS

Governors need to:-

- To consider whether to set an annual budget for governor expenses
- To consider which items governors will be eligible to claim for
- To consider what mechanism will be adopted for making and verifying claims.
- To consider whether to adopt the model policy.

LA CONTACT OFFICER

Daniel Harvey, Governor Support Officer. Contact:-0115 8764590
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BACKGROUND INFORMATION

Paying Allowances to School Governors

The Department for Education (DfE) considers that governors should not be out of pocket and should be able to claim allowances for legitimate expenses incurred in carrying out their duties. The allowances paid should relate to actual costs incurred, apart from mileage costs where any payment should not exceed authorised Inland Revenue mileage allowances. However, attendance allowances and payments for loss of earnings may not be paid.

Governors' expenses must be paid on provision of a receipt at a rate determined by the governing body, and will be limited to the amount shown on the receipt.

Governors will need to seek governing body approval before travelling outside the city boundaries, a limit on the costs and frequency will apply.

All governors should consider public transport if this is a cheaper option and practicable



RECOMMENDATIONS

- That governing bodies should adopt a formal written Governor Allowances Policy and encourage governors to claim.
- Accepting that schools do face financial constraints the governing body should consider whether to place a financial limit on the total allowances budget.
- Ensure that the policy is reviewed at regular intervals.
- Ensure that all new members of the governing body are provided with a copy of the policy and any relevant claim forms

Notes



Appendix 1

Model Policy

Governors' Allowances Policy

This policy has been developed in accordance with the Education (Governors' Allowances) Regulations 2003 and can be found at the following website. www.governor.net.co.uk.

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. Rise Park Primary and Nursery School Governing Body believed that pay 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 as so is an appropriate use of school funds. The specific items allowable reflect this objective.

23rd November 2016

From [date], all governors of Rise Park Primary and Nursery 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 Governors or representative of Rise Park Primary and Nursery School, and are agreed by the Finance Committee that they are justified before any reimbursable 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 baby sitting allowances (excluding payments to a current/former spouse or partner);
 - Cost of care arrangement for an elderly or dependent relative (excluding payments to a current / former spouse or partner);
 - The extra cost they incur in performing their duties either because they have special needs or because English is not their first language
 - The cost of travel relating only to travel to meetings/training courses at a rate of 45.00 **pence per mile for cars up to 1000cc and 45 pence per mile for cars 1000cc and above.** which does not exceed the specified rates for school personnel
 - Telephone charges, photocopying, stationery, postage etc
 - Any other justifiable allowances.

The Governing Body at Rise Park Primary and Nursery acknowledges that:

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



- Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form.
- Attaching receipts were incurred, when they will be submitted for approval by the Chair of Governors.
- Claims made by the Chair of Governors should be approved by the Head Teacher or the Chair of the Finance Committee.
- The Chair of Finance will present to the Finance Committee for final approval.
- Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of their Chair of Governors) if they appear excessive or inconsistent.
- This policy will be review annually.



Appendix 2 **Model Claims Form**

GOVERNORS EXPENSES CLAIM FORM

Name:	Name of School:
Address:	Date:
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.....

	£	P
Child care / Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support of 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 submitted to:

[Details e.g. School office]

Authorised by
(Please print)

Signed:

Position:

Date: