



Governor Allowances Policy

October 2023

Date reviewed	Action	Reviewed by
16.10.2023	Reviewed and ratified	Full Governing Body

Governors' Allowances Policy

Purpose

The governing body plays a key role in the leadership and management of the school. The school values the governors' contribution and the fact that they give their time voluntarily. Individual governors should not be deterred from playing their full part because of incidental costs.

Equality impact

As part of the school's general duty to promote equality this policy should help to ensure that financial constraints do not prevent eligible individuals from becoming governors.

Roles and responsibilities of governors

The School Governance (Roles, Procedures and Allowances (England) Regulations 2013: Part 6 Governors' Allowances

Regulation 28:

- 1) The governing body of a maintained school which has a delegated budget (1) may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).
- 2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.

Regulation 30:

Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be paid at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage rate published from time to time.

At the full governing body meeting held on 16th October 2023 it was agreed that the following expenses could be claimed from the Queens' Federation:

- childcare or babysitting (other than done by a resident and responsible person at the home address) at a rate of up to £10.00 per hour;
- care arrangements for a dependent (as above) at a rate of up to £10.00 per hour;
- support for governors with special educational needs (e.g. audio equipment);
- support for governors whose first language is not English (translations);
- telephone charges, photocopying, stationery, etc;
- car travel at 25 pence per mile; and
- other travel.

Claims should be submitted to the clerk to the governors who will check and authorise claims for £50 or less. Claims for more than £50 will be checked by the clerk and authorised for payment by the Executive Headteacher.

Arrangements for monitoring and evaluation

The governing body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.

Approved by the Full Governing Body on 16th October 2023.

Signed: _____
(Sean Lang, Chair of Governing Body)

Review Period: 2 years

Date for next review: October 2025