

# ST SAVIOUR'S GOVERNORS' EXPENSES

## Introduction

Governing Bodies can choose whether or not to pay allowances to governors and associate members. It still means that only out of pocket expenses can be reimbursed: payments cannot include attendance allowance or loss of earnings. The cost of paying these allowances will be a charge on the school budget and where a Governing Body decides to make such payments, a suitable budget should be set aside.

Eligible expenses may now include

- child care or baby sitting expenses
- care arrangements for an elderly or dependent relative
- support for governors with special needs (e.g. audio equipment)
- support for governors whose first language is not English (e.g. translations)
- telephone charges, photocopying, stationery etc.
- travel and subsistence

## Policy

The Governing Body should first decide whether, as a matter of policy, they wish to pay allowances. This decision should be made at a Governing Body meeting and minuted.

Where the Governing Body decides to pay expenses, they must define what will qualify for payment and this should be included in the policy. The policy must treat all categories of governor equally and should also cover non-governors who are members of committees. Any allowances for travel and subsistence cannot exceed the rates specified by the Secretary of State for the Environment, Transport and the Regions in respect of elected members of local authorities.

The policy given below is a model which the Governing Body should adapt if needed and adopt. It should be read in conjunction with the guidance notes.

## Payment

Any claim for expenses must be processed correctly and records kept. Details about how claims should be dealt with are given in the policy. Governors' allowances will be subject to audit

## Review

This policy should be reviewed annually and in the light of any changes in legislation.

# ST SAVIOUR'S GOVERNORS' EXPENSES POLICY

This policy statement 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.

The Governing Body of St Saviour's CofE Primary School has agreed, as a matter of policy, that they do not wish to pay allowances. This decision was made at a meeting of the Governing Body on 6<sup>th</sup> September 2016.

## GUIDANCE NOTES

### GUIDANCE NOTES

References are to the relevant paragraph in the policy

- 1.2 Amend the list of approved duties by adding or deleting. The Governing Body should decide whether Governors' formal visits (i.e. on Governing Body business) should or should not qualify and amend accordingly.
- 2 Decide whether or not to include this section and adapt as necessary
  - 2.1 Amend the distances quoted if needed.
  - 2.2 Decide whether or not to include this section. This will be applicable on occasions such as when the Governing Body sends a governor to an event (conference/ meeting) at some distance.
  - 2.4 Choose which of these items to include or remove. Amend rates as necessary, but ensure they do not exceed the Inland Revenue approved mileage rates. Governors may wish to exclude taxi fares except where, for example, a governor has specific mobility needs (*see Section 5*)
- 3 Decide whether or not to include this section and adapt as required.  
It is a good idea to link the level of any subsistence that can be claimed to a recognised scale. Amend rates as necessary, but ensure they do not exceed the DETR rates for Elected Members.
  - 3.2 Amend the qualifying time as necessary.
- 4 Decide whether or not to include this section and adapt as required. The governing body may also wish to consider any costs incurred by carers and insert an appropriate section.
  - 4.1 Choose one of these options, amend as necessary.
  - 4.2 Decide whether to include this section or adapt as required, including a maximum figure as agreed.
- 5 Decide whether to include this section or adapt as required.
  - 5.1 This category of allowance is intended to support and not hinder access to being a school governor by people with specific needs. Since the range of possibilities is very wide, it might be practical to complete this section in rather broad terms and negotiate with any individual.
  - 5.2 Decide whether to include this section or adapt as required, including a maximum figure as agreed.
- 6 Decide whether to include this section or adapt as required.
  - 6.1 This category of allowance is intended to support and not hinder access to being a school governor by people, for example people whose first language is not English. Since the range of possibilities is very wide, it might be practical to complete this section in rather broad terms and negotiate with any individual.

- 6.2** Decide whether to include this section or adapt as required, including a maximum figure as agreed.
- 7** Decide whether to include this section or adapt as required, including a maximum figure as agreed.
- 8** In most cases it will be necessary to add this responsibility to the clerk's job description. This must be done by negotiation.

