



Garlinge and Parkside Schools and Nurseries Federation

Governors' Allowances Policy

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1. Aims

Garlinge and Parkside Schools and Nurseries Federation Governing Board 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 objective. This does not include payments for attendance allowance or to cover loss of earnings for attending meetings.

2. Legislation and guidance

The Governing Board in having a delegated budget, has a statutory duty to determine whether to pay allowances and where they choose to do so, it must be in accordance with a policy or scheme as stated in the [Governance Handbook \(section 4.7.1, paragraph 73\)](#).

This policy statement has been developed in accordance with [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, Part 6](#). These regulations give Governing Boards 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.

3. Overview

All Governors of Garlinge and Parkside Schools and Nurseries Federation are entitled to claim the actual costs, on a case-by-case basis, with the prior approval of the Governing Board, in which they incur as follows:

- To attend Governors' meetings, Committee meetings and any other meeting, which as a Governor you are required to attend
- To attend monitoring visits
- To attend training or Governor Briefings provided by Governor Services
- To attend conferences other than those mentioned above (which have approval)
- Other justifiable allowances not mentioned above – as agreed by the Chair of Governors

Payments of expenses where these have been, or are already, met by the LA or any other body (e.g. Trust Board) are excluded from this policy.

3.1 Expense Allowances

Allowances and expenses necessarily incurred for which a claim maybe made are defined in the following subsections:

- a. Childcare or babysitting allowances** (excluding payments to a current/former spouse or partner)
Where a Governor does not have a spouse, partner or other responsible adult to care for a child/children during a period of absence, in which that Governor attends meetings of the Governing Board, its committees or in otherwise representing the School or Governing Board; claims will be limited to reimbursing the actual cost paid to a registered childminder, a babysitter or the cost of attendance at an after-school provision in which they do not regularly attend. Appropriate proof of payment will need to be submitted.

- b. Cost of care arrangements for an elderly or dependent relative** (excluding payments to a current/former spouse or partner/ 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. Appropriate proof of payment will need to be submitted.

- c. Governors with a special need**

Where the School or Governing Board 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 care support. Appropriate proof of payment will need to be submitted.

- d. 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 with special needs. Appropriate proof of payment will need to be submitted.

- e. Postage, printer ink, and stationery**

Costs may be reimbursed where the Governor is unable to use the facilities of the school or their own technology in the performance of any duty on behalf of the Governing Board. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- f. Travel**

Mileage, by the least expensive means as possible, may be claimed where the distance between the Governors' home and the school or other venue which Governors are required to attend on business related to the work of the Governing Board (e.g. meetings, training courses, conferences, visits to other providers, etc.) is greater than 25 miles and does not exceed 150 miles. Where necessary, the cost of parking to enable attendance of Governor business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. Any public transport fare will be reimbursed up to the cost of a standard rail ticket. Mileage allowance will be reimbursed at the prevailing rate for school staff. Where Governors share transport, only the driver may claim mileage expenses. The Executive Headteacher and any Governor who is employed at the School will not be eligible to claim mileage to meetings unless an additional return journey has been made to attend.

3.2 Claiming Expenses

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (Appendix 1 or 2) obtainable from the school office. Receipts should be attached where possible, and returned to the school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of the Board or Chair of Finance/ Vice Chair in respect of the Chair of the Board.

Reimbursement will be made within a reasonable timeframe.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. Excessive or inconsistent claims may be investigated by the Chair of the Board (or Chair of Finance/ Vice Chair in respect of the Chair of the Board).

4. Monitoring arrangements

The Finance Committee will monitor the spend as part of their monitoring duties and report back to the Board.

The Governor Allowances Policy will be reviewed annually.



Garlinge Primary School and Nursery

GOVERNOR ALLOWANCES

Claim Form

Name:	Name of School: Garlinge Primary School and Nursery
Address:	Claim Period:
Post Code:	Date:

I claim the total sum of £..... for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Name:

Signature: Date

	Details of Claim	Cost £
Travel		
Postage		
Printing Ink		
Stationery		
Other (please specify)		
TOTAL CLAIMED		

This form should be submitted to: The Business Manager
Garlinge Primary School and Nursery
Westfield Road
Margate
Kent CT9 5PA

Approved by: Date:
(Chair of Governors)



GOVERNOR ALLOWANCES

Claim Form

Name:	Name of School: Parkside Community Foundation Primary School
Address:	Claim Period:
Post Code:	Date:

I claim the total sum of £..... for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Name:

Signature: Date

	Details of Claim	Cost £
Travel		
Postage		
Printing Ink		
Stationery		
Other (please specify)		
TOTAL CLAIMED		

This form should be submitted to: The Office Manager
Parkside Community Foundation Primary School
Tennyson Avenue
Sturry
Canterbury
Kent CT1 1EP

Approved by: Date:
(Chair of Governors)