

## **Appendix 6 Governor Allowances and Expenses**

### **Policy Statement on Governors' Allowances and Expenses**

#### **Introduction**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 states that "payments by way of allowance are in respect of expenditure necessarily incurred for the purposes of enabling the governor or associate member to perform any duty ....". Payments should only be made if a policy/scheme is in place and agreed.

The aim of this policy is to ensure that a governor or associate member is not out of pocket where the school has derived benefit from such outlay. The policy also reaffirms the Governing Body's (GB) commitment to ensuring equality of participation for all governors.

Provisions relating to governors' allowances are now incorporated into the new Regulations instead of being included in separate regulations. The previous Governors' Allowances Regulations 2003 have been revoked; they stipulated that GBs could not make different provision for members of the GB and associates or for different categories of governor.

All GBs should ensure they have a Governor Allowances Policy in place. You may wish to review your policy if you want to take advantage of the relaxation of the restriction on making different arrangements for associates and different categories of governor, although in doing so, careful consideration should be given to issues of equality.

The governing body may delegate the setting up of such a scheme to a committee, any governor or the headteacher (Roles, Procedures and Allowances Regulations 2013).

Academies' articles of association allow for governors to be reimbursed for reasonable expenses. This is at the discretion of the governing body.

Allowances and expenses necessarily incurred for which a claim may be made could include the following:

#### **Childcare or babysitting expenses**

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence in which that governor attends meetings of the governing body or its committees or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered childminder or the cost of a babysitter.

#### **Care arrangements for an elderly or dependent 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.

#### **Governors with a special need**

Where the school or governing body 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 the support as the case may be.

**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.

**Travel**

The mileage rate used should not exceed the Revenues and Customs approved rates.

**Stationery/Printer Ink**

Governors may have to print out documents and assistance could be offered with the associated costs.

**Suggested claiming procedures**

To reduce administration, unless substantial sums are involved, governors could be asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be supported by relevant invoices or receipts. Claims could be made to the school administrative officer, and authorised by the Chair.

The GB should review the policy annually as part of the Governing Body Handbook.