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|  <p>Woodford County High School for Girls</p> <p>SCHOOL POLICY</p> <p>Governors' Allowances</p> | Effective Date: | 8 October 2019 |
| | Last modified: | 16 September 2019 |
| | Document no | SP 01.04.003 |
| | Replaces Version: | 5 October 2015 |
| | Approved: Governors Planning Meeting: | 16 September 2019 |
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1. INTRODUCTION

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. Woodford County High School Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity. The payment of governors' expenses (where legitimately claimed) is therefore deemed an appropriate use of school funds. The specific items allowable reflect this objective.

From September 2015, all governors of Woodford County High School will be entitled to claim the actual costs, which they incur as follows:

- Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties; as a Governor or representative of Woodford County High School, and are agreed by the Strategic Planning Committee.
- 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 arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - The extra costs 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 25 pence per mile which does not exceed the specified rates for school personnel;
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Governing Body at Woodford County High School 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 (obtainable from the Clerk to the Governors), attaching receipts where possible, and return it to the Clerk to the Governors within two weeks of the date when the allowances were incurred. These will then be submitted to the Chair of Finance & Premises Committee for approval and presented to the Strategic Planning Committee (which meets at least once term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of the Finance & Premises Committee if they appear excessive or inconsistent.

This policy will be reviewed annually.



Woodford County
High School for Girls

SCHOOL POLICY

Governors' Allowances

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2. CLAIM FORM

| | |
|------------------|---|
| Name: | Name of School: Woodford County High 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..... PRINT

| | £ | p |
|--|---|---|
| Child care/Babysitting expenses | | |
| Care arrangements for an elderly or dependent relative | | |
| Support for governors with special needs | | |
| Support for 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: The Clerk to the Governors, School Office, Woodford County High School

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3. DFES REGULATIONS: PAYING ALLOWANCES TO SCHOOL GOVERNORS (SEPTEMBER 2003)

Key Messages

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LEA may pay governor allowances.

The Education (Governors' Allowances) Regulations 2003 are available from The Stationery Office (ISBN 0-11-045135-X) or on the Stationery Office's website at:
<http://www.legislation.hmso.gov.uk/si/si2003/20030523.htm>