

Marshland High School



Governors' Allowances Policy

Approved – February 2017

'Success Through Learning'

Marshland High School Specialist Science College



20141020

Introduction

The Education (Governors' Allowances) Regulations 1999 allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty".

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing body committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

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

- **Child care 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, its committees or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.
- **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 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.
- **Telephone charges, photocopying costs and stationery**
May be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. 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.
- **Travel and subsistence for Governors' meetings (Full Governing Body and Committee Meetings)**
Mileage or subsistence would not normally be claimed for these meetings. If the distance between the meeting (normally school) and the governor's house exceeds 6 miles, then it can be claimed at the usual school rate.

- **Travel and subsistence for other meetings**

If governors need to travel to other locations for meetings, or to attend training sessions in other locations then mileage up to a usual maximum of 50 miles may be claimed. If the amount is likely to exceed this then prior agreement should be sought from the Chair of Governors (or Vice Chair in the case of the Chair). Due to the fact that Norfolk is a large County and distances between venues are often large, these expenses would normally be agreed.

The use of public transport (where available) is encouraged and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport is available the cost of taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowances will be reimbursed at the usual school rate. An allowance of 20p per mile may be claimed for the use of a pedal cycle.

Claiming

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

Claims should be made to the Clerk to the Governors, and authorised by the school Finance Manager or the Head Teacher.

The governing body will review the policy annually.

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