

Oak Hill C of E Primary School

Governor Allowances Policy

Approval by Governors: January 2022

Review Date: January 2023

Signed:



Victoria Leather Chair of Governors



Governor Allowances Policy

Background

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Board's 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.

Aims

The governors of Oak Hill Church of England Primary School believe 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.

Allowable Expenses

All governors of Oak Hill Church of England Primary School will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of the school, and are agreed by the Chair of Governors that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of Governors:
 - Childcare or baby-sitting (excluding payments to a current/former spouse or partner) up to minimum wage rate per hour;
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) up to minimum wage rate per hour;
 - 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 the current GCC rate of mileage.
 - Telephone charges, stationery, postage etc on production of itemised phone bill or a receipt/invoice for goods. Governors are expected to use the school phone where possible. Stationery and stamps should be obtained for the school office where a governor needs to undertake necessary correspondence on behalf of the Governing Body;
 - Any other justifiable allowances.

Disallowed Expenses

The Governing Board acknowledges that:

- Governors may not be paid attendance allowance
- Governors may not be reimbursed for loss of earnings.

Making a Claim

Governors wishing to make claims under the above arrangements, once prior approval has been sought from the Chair of Governors, should complete a claims form (obtainable from the Clerk to the Governors), attaching receipts, and return it to the school within one month of the date when the allowances were incurred. The claim form will be submitted for final approval by the Chair of Governors and will be reimbursed through the school's normal payment system by BACS transfer.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed by the Governors on an annual basis.