



## GOVERNORS' ALLOWANCES POLICY

Frequency of review:	Annual
Next review date:	February 2020
Lead:	Finance Committee

### **Aims and Guiding Principles of Our School**

At Arnett Hills School we believe that each child is a success story – safe, happy and learning. We aim to produce responsible, respectful children, who have a love of learning. We aim to provide an excellent all-round education, so that each child achieves his or her potential. The Arnett Hills team work in partnership with parents and the wider school community to foster an atmosphere in which each child may flourish and achieve, whatever his or her ability. Together we aim to ensure that our children are happy, well-educated, respectful, self-disciplined individuals, with the confidence to make the transition to secondary school and beyond.

### **Purpose**

This policy is in accordance with The Education (Governors' Allowances) Regulations 2003 and is for the purpose of paying governors specific allowances as reimbursement for expenditure incurred in the carrying out of their authorised and approved duties as a school governor.

### **Policy**

The Governing Body believes that paying governors' allowances, in the categories set out in this policy, 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.

- From the date that the Governing Body resolves that this policy takes effect all Governors of Arnett Hills School will be entitled to claim the actual costs incurred in carrying out their duties where the costs are provided for below:
- Child care or babysitting 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 which does not exceed the specified rates for local authority employees and members;
- Travel and subsistence costs, payable at the current rates associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source;
- Telephone charges, photocopying, stationery, postage etc

The provisions set out in the list above do not prevent any governor submitting a claim for any expenditure incurred whilst carrying out their duties. These claims shall be considered by the Governing Body and not delegated to any committee or individual.

Any claim for expenditure incurred must be made on the school's approved claim form.

All individual items shall be accompanied by a receipt unless this is unreasonable or impracticable.

All claim forms shall be submitted to the Headteacher.

All claims shall be considered by the committee with responsibility for Finance who will be the body to approve payment.

All claims paid shall be recorded in the minutes of the Committee meeting.

A schedule of payments shall be presented annually to the Governing Body.

All claims will be subject to independent audit. Copies of submitted claims and supporting receipts must be retained in school for a period of 2 years after the end of the current financial year.

The Chair of the Governing Body may investigate any claims where they appear excessive or inconsistent.



**GOVERNORS' ALLOWANCES CLAIM FORM**

The purpose of this form is to enable School Governors to claim reimbursement of expenditure incurred whilst carrying out their duties in connection with the authorised and approved business of the Governing Body

NAME	
ADDRESS	

Expenditure incurred as set out in the School's Policy.

<i>Date</i>	<i>Purpose of expenditure</i>	<i>Receipt Y/N</i>	<i>Amount £</i>
		<b>TOTAL</b>	

I certify that the items set out on this form are actual expenditures for which I am claiming reimbursement.

Governor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This section to be completed at the Committee/ Governing Body meeting.**

Date of meeting: \_\_\_\_\_

Payment approved/ not approved.

Chair's signature: \_\_\_\_\_

Where the claim is submitted by the Chairperson of the Governing Body or the Chairperson of the Committee approving the claim, verification should be signed by the Headteacher.

**THIS FORM MUST BE RETAINED FOR THE PURPOSES OF AUDIT**