

## **GOVERNORS ALLOWANCE POLICY**

### **OVERVIEW**

This policy has been agreed in accordance with the Education (Governors' Allowances) Regulations 2003 which give the governing body the discretion to pay allowances to governors for incidental costs which they incur in carrying out their duties. The Governing Body will use this policy to ensure that it further meets its duties under the Equality Act (2010) and the requirements to eliminate any possible discrimination, advance equality of opportunity and foster good relations.

### **INTENT**

1. To enable all governors to play a key role in the success of the School
2. To ensure that individual governors are not deterred from playing their full part because of incidental costs.
3. To reimburse governors' for any legitimate, incidental expenses that are incurred when carrying out their duties.
4. To eliminate any possible discrimination, advance equality of opportunity and foster good relations. (Equality Act 2010)
5. To meet the requirements of the Education (Governors' Allowances) Regulations 2003

### **IMPLEMENTATION**

1. All claimable costs of less than £50.00 must be approved, in advance, by the Chair of the Finance Committee.
2. Costs in excess of £50.00 must be approved, in advance, by the Finance Committee.
3. Governors will be allowed to claim reasonable reimbursement, providing the costs were incurred in carrying out their duties as a governor of this school
4. Claims should be submitted to the Chair of Governors or the Chair of the Finance Committee, who will check and authorise the claims in conjunction with the headteacher.
5. Travel and subsistence costs will be paid at the approved rate paid by the LA to its staff and elected members.
6. Governors may not be paid attendance allowance (Education Governors' Allowances Regulations 2003)
7. Governors may not be reimbursed for loss of earnings (Education Governors' Allowances Regulations 2003)
8. Governors may not be reimbursed for cost of equipment to enable remote attendance at meetings (Education Governors' Allowances Regulations 2003)
9. Governors wishing to make claims under these arrangements should submit receipts to the headteacher within two weeks of the date when the expenses were incurred.
10. Claims will be subject to audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors).

### **IMPACT**

The Finance Committee will monitor, evaluate and review the impact of the policy on the school finances annually, with reference to the attendance records of governors at meetings and to the total sum paid out. This policy will be used in conjunction with LA policy and guidelines in this area.