

Rosehill School

Governors Allowance Policy



Policy lead:	Headteacher & School Business Manager
Date written:	June 2022
Review date:	June 2024
Approval status Sign and date - Chair of Governors	





BACKGROUND INFORMATION

Paying Allowances to School Governors

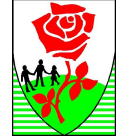
The Department for Education (DfE) considers that governors should not be out of pocket and should be able to claim allowances for legitimate expenses incurred in carrying out their duties.

The allowances paid should relate to actual costs incurred, apart from mileage costs where any payment should not exceed authorised Inland Revenue mileage allowances. However, attendance allowances and payments for loss of earnings may not be paid.

Governors' expenses must be paid on provision of a receipt at a rate determined by the governing body, and will be limited to the amount shown on the receipt.

Governors will need to seek governing body approval before travelling outside the city boundaries, a limit on the costs and frequency will apply.

All governors should consider public transport if this is a cheaper option and practicable



This policy has been developed in accordance with the Education (Governors' Allowances) Regulations 2003 and can be found at the following website. www.governornet.co.uk.

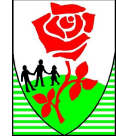
These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Rosehill School Governing Body believe that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community, and is an appropriate use of school funds. The specific items allowed reflect this objective.

All governors of Rosehill 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 Governors or representative of Rosehill School, and are agreed by the Finance Committee 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 Governing Body:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
 - Cost of care arrangement for an elderly or dependent relative (excluding payments to a current / former spouse or partner);
 - The extra cost 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 **45 pence per mile for all vehicles**. which does not exceed the specified rates for school personnel
 - Telephone charges, photocopying, stationery, postage etc, where the governor is unable to use the school's facilities
 - Any other justifiable allowances.

The Governing Body at Rosehill 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;
- Attaching receipts were incurred, when they will be submitted for approval by the Chair of Governors;
- Claims made by the Chair of Governors should be approved by the Headteacher or the Chair of the Finance Committee;
- The Chair of Finance will present to the Finance Committee for final approval.



- Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of their Chair of Governors) if they appear excessive or inconsistent;
- This policy will be review annually.



GOVERNORS EXPENSES CLAIM FORM

Name:	Name of 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.....

	£	P
Child care / Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support of 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:

Liz Eyre
School Business Manager
Rosehill School
St Mathias Road
Nottingham
NG3 2FE
Tel: 0115 9155815
Email: e.eyre@rosehill.nottingham.sch.uk

Authorised by

(Please print)

Signed:

Position:

Date: