

## GOVERNORS' ALLOWANCES POLICY

This policy statement has been developed in accordance with the Education (Governors' Allowance) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from school annual budget allocations to Governors for certain expenses which they incur in carrying out their duties. The ALP Governing Body believes 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 ALP Governing Body acknowledges that:

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

All Governors of the ALP are entitled to claim the actual costs that they incur as follows:

- To attend Governors' Meetings, Committee Meetings and any other meeting, which as a Governor they are *required* to attend.
- For visits into school e.g. to observe teaching or undertake monitoring activities.
- To attend training or to attend briefing meetings.

Expenses may be claimed for attending conferences and meetings other than above, but the prior approval of the Governing Body must be sought. Governors will be able to claim for the following:

- Travel and subsistence
  - Mileage may be claimed for distances exceeding 2 miles each way (from a Governors' home address) for the purpose of attendance at meetings of the Governing Body or its committees or other agreed activities. Claims will be reimbursed at the HM Revenue and Customs rate for mileage and fuel allowances. Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
  - Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of receipts.
- Childcare  
Claims for the actual cost of reimbursement to a registered child-minder may be made whilst the Governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted.
- Care arrangements for an elderly or dependent relative  
Costs may be claimed for situations similar to those for childcare.
- Telephone charges, photocopying, stationery, etc  
Where a Governor is unable to use school facilities for any of the above a claim for reimbursement may be made. Receipts must be provided.
- Other Allowances

The above list is not exhaustive and the ALP Governing Body will take account of individual needs, for example, to consider the inclusion of other criteria such as reimbursement for the provision of equipment and/or support for Governors with special needs or where an individual's first language is not English. Claims for other allowances should be made to a Business Manager who will take advice from the Chair of Governors when necessary.

**Making a claim**

Governors should claim in arrears on a termly basis by completing a claim form (available from the Business Manager), attaching receipts, and submitting it to the Business Manager.

This policy and amounts payable will be reviewed on a bi-annual basis by the ALP Policy Group.

**Chair of ALPT:**



**Date:**

**6 July 2016**

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<b>Author:</b>	Nikki Lumley
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