Houghton Primary School

Working hard to achieve our best

Governors' Allowances Policy

Date reviewed and adopted:	8th December 2022
Reviewed and adopted by:	Full Governing Body
Signed: Chair of governors	Sally Michaels
Signed: Headteacher	Andrew Spencer
Date of next review:	Autumn 2023

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2013 which state:

1. The governing body of a maintained school which has a delegated budget may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).

2. Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.

Houghton Primary School 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 specific items allowable reflect this objective.

From April 2020, all governors of Houghton Primary School are entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the expenses are incurred as a result of:

- attending meetings of the governing board
- attending other meetings in a governing capacity
- attending events in a governing capacity
- carrying out governance visits in accordance with an approved policy

2. .

3. 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 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 per mile which does not exceed the specified rates for school personnel;
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Governing Body at Houghton Primary School 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 (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors (or the Vice-Chair in case of a claim by the Chair) for final approval.

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.

Policy reviewed and adopted by the Full Governing Body annually. This policy was reviewed and adopted by the governing body on 8th December 2022.

Next Review: Autumn 2023