

Ampney Crucis C of E Primary School



Governor Allowances Policy

Together we live, learn and flourish

Approved by

Date: Feb 2023

The Governing Body:

Next review due by:

Date: Feb 2024

Governor Allowances Policy

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 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.

Ampney Crucis School Governing Body believes that paying governors allowances, in specific categories as set out below, is important in ensuring equality of opportunity for all members of the community to serve as governors and so is an appropriate use of school funds. The specific items allowable reflect this objective.

From End of March 2020 all governors of Ampney Crucis School will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim allowances incurred in carrying out their duties as a Governor of Ampney Crucis School as detailed in section 5 below.
2. Governors will be able to claim allowances providing they are agreed as justifiable, by both the Chair and Vice-Chair of the Governing Body before any reimbursable costs are incurred.
3. Approval will only be given in circumstances of extreme hardship and notes on any discussion undertaken will be made and such discussion will be in strictest confidence
4. For the school year 2021-2022 the total spend on Governor allowances within the budget will be capped at £250, this figure to be reviewed each school year.
5. Governors will be able to claim for the following, on a case-by-case basis and with

the prior approval of the Chair and Vice-Chair of the Governing Body:

- Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner, or family members);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner, or family members);
- 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 to meetings/training courses (excepting meetings of the Governing Body and its committees and courses held at Ampney Crucis School) at a rate of 45p pence per mile.
- 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, printing and photocopying charges, stationery, postage etc. but only if these administrative tasks cannot be done by the Clerk to the Governing Body or the School Administrator.
- Any other justifiable allowances.

The Governing Body at Ampney Crucis 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 Clerk to the Governors), attaching receipts, and return it to the School within two weeks of the date when the allowances were incurred. They will then be submitted for approval by the Chair or Vice- Chair of Governors, to be presented to the Resources Committee 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.

This policy will be reviewed by the Governors on an annual basis.