



Governor Allowances Policy

Date of issue	Next review	Version	Signed: Chair of Governors	Signed: Headteacher
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Single Equality Statement

This Single Equality Scheme for schools in Mundella Primary School provides a format for addressing the statutory duties of the Equality Act 2010 and The Children and Families Act 2014. This supersedes and brings together all previous statutory duties in relation to race, gender and disability and also addresses the duty to promote community cohesion, thus meeting the school's statutory duties in these areas.

Our Access and Single Equality Scheme is available to view and download on our website.

Governor Statement

The Governing Body of Mundella Primary School works as a 'whole team', meeting 6 times per year; spread evenly across the year, without any separate committees excepting finance. In addition to these meetings, we have termly Governor Monitoring Visits (GMV); usually lasting around four hours and organised to effectively observe, scrutinise, challenge and support a range of school activities and personnel.

An agenda for each meeting and GMV will include all the tasks which the governing body is required to consider, and the governing body will plan assignments or activities; arising from the business of the meeting or that fall into the annual monitoring schedule, which will be recorded in the minutes and then undertaken as directed.

In addition to 'commissioning' activities or actions on their behalf, the governing body may wish to delegate monitoring activities to 'monitoring pairs' or 'individuals'. This could apply to statutory functions, and/or the priorities of the School Plan. They may also arrange to visit the school, or attend school activities, at any time; at the discretion of the Headteacher, to undertake monitoring activities as and when they are available to do so.

In each case, where a function has been delegated there is a statutory duty to report any action or decision to the governing body at the next meeting.

Guiding Principles

Governing Boards can choose whether or not to pay allowances to Governors; should the Board agree to do so, out of pocket expenses can be reimbursed; payments cannot include attendance allowance or loss of earnings. The cost of paying these allowances will be a charge on the school budget and where a Governing Board decides to make such payments, a suitable budget should be set aside.

Eligible expenses for approval may include

- childcare or babysitting expenses
 - care arrangements for an elderly or dependent relative
 - support for Governors with special needs (e.g. audio equipment)
 - support for Governors whose first language is not English (e.g. translations)
 - telephone charges, photocopying, stationery etc.
 - travel and subsistence
 - other justifiable allowances
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1. The Governing Board should first decide whether, as a matter of policy, if they wish to pay allowances. This decision should be made at a Full Governing Board meeting and should be minuted.
 2. Where the Governing Board decides to pay expenses, they must define what will qualify for payment, this should be included in the policy. The policy must treat all categories of Governor equally and should also cover associate members. Any allowances for travel and subsistence cannot exceed the rates specified by HMRC. <https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances> Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.
 3. Governing Boards may want to consider whether to set an annual budget limit for the allowances fund.
 4. Payment: Any claim for expenses must be processed correctly and records kept. Details about how claims would be dealt with should follow the school's internal procedures. Governors' allowances may be subject to audit.
 5. Review: The policy should be reviewed to reflect any changes within the membership of the Board as a part of succession planning in ensuring the right people around the table, and in the light of any changes in legislation. All new Governors and associate members should be given a copy of the policy.

The policy given below is a model which the Governing Board should adapt and agreed as needed. It should be read in conjunction with the above guidance notes.

GOVERNOR ALLOWANCES POLICY

The Governing Board in having a delegated budget, has a statutory duty to determine whether to pay allowances and where they choose to do so, it must be in accordance with a policy or scheme. Where a Board does not have a delegated budget, allowances and expenses may be paid by the Local Authority (LA) at a rate determined by them.

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Boards 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.

The Governing Board of Mundella Primary School 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. This does not include payments for attendance allowance or to cover loss of earnings for attending meetings.

All Governors of Mundella Primary School are entitled to claim the actual costs, on a case-by-case basis, with the prior approval of the Governing Board, in which they incur as follows:

- To attend Governors' Meetings, Committee Meetings and any other meeting, which as a Governor you are required to attend
- To attend monitoring visits
- To attend training or Governor Briefings provided by Governor Services
- To attend conferences other than those mentioned above (which have approval)
- Other justifiable allowances not mentioned above – as agreed by the Chair of the Board
- Casual visits to school events do not qualify

Payments of expenses where these have been or are already met by the LA or any other body are excluded from this policy.

Expense Allowances

Allowances and expenses necessarily incurred for which a claim may be made are defined in the following subsections:

1. **Childcare or babysitting allowances** (excluding payments to a current/former spouse or partner); Where a Governor does not have a spouse, partner or other responsible adult to care for a child(ren) during a period of absence, in which that Governor attends meetings of the Governing Board, its committees or in otherwise representing the School or Governing Board; claims will be limited to reimbursing the actual cost paid to a registered childminder, a babysitter or the cost of

attendance at an after school provision in which they do not regularly attend. Appropriate proof of payment will need to be submitted.

2. **Cost of care arrangements for an elderly or dependent relative** (excluding payments to a current/former spouse or partner/ relative). Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the Governor would have provided during the period of their absence. Appropriate proof of payment will need to be submitted.
3. **Governors with a special need.** Where the School or Governing Board does not provide facilities or equipment to enable a Governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing care support. Appropriate proof of payment will need to be submitted.
4. **Governors whose first language is not English.** The translation of documents or provision of an interpreter may be met in circumstances similar to a Governor with special needs. Appropriate proof of payment will need to be submitted.
5. **Telephone charges, photocopying costs, printer ink, postage and stationery.** May be reimbursed where the Governor is unable to use the facilities of the School or their own technology in the performance of any duty on behalf of the Governing Board. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.
6. **Travel and subsistence.** Mileage, by the least expensive means as possible, may be claimed where the distance between the Governors' home and the School or other venue which Governors are required to attend on business related to the work of the Governing Board (e.g. meetings, training courses, conferences, visits to other providers, etc.) is **greater than 15 miles and does not exceed 30 miles**. Where necessary, the cost of parking to enable attendance of Governor business away from the School site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. Any public transport fare will be reimbursed up to the cost of a standard rail ticket. Mileage allowance will be reimbursed at the prevailing rate for school staff. Where Governors share transport, only the driver may claim mileage expenses. The Headteacher and any Governor who is employed at the School will not be eligible to claim mileage to meetings unless an additional return journey has been made to attend. Subsistence costs associated with attending national meetings or training events will be payable at the current School rates unless these costs can be claimed from the LA or any other source.

Claiming Expenses

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 the Board or Chair of Finance/ Vice Chair in respect of the Chair of the Board.

Reimbursement will be made within a reasonable time frame.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all School expenditure. Excessive or inconsistent claims may be investigated by the Chair of the Board (or Chair of Finance/ Vice Chair in respect of the Chair of the Board).

Monitoring arrangements

The Finance Monitoring Team Committee will monitor the spending as part of their monitoring duties and report back to the Board.