



ASHGATE PRIMARY SCHOOL

Governors Allowances Policy

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To be read in conjunction with: The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and Amendments

Approved by the Full Governing Body on: _____

Agreed review date: _____

Signed: _____ (Co Chair of Governors)

GOVERNORS ALLOWANCES POLICY

National Context

The NGA firmly believes that all governing bodies should adopt an allowances policy and that all governors should claim. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and amendments provide the legal framework for governing bodies to pay 'out of pocket' expenses to their governors. The DCSF guidance, which accompanied those regulations states:

"It is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do"

Legitimate allowances include: travel allowances to Governing Body and other required meetings or training courses, cost of child-care while attending meetings/training, cost of photocopying/printing papers for governing body business.

The payment of allowances is not a reward; it is recognition that being a governor is not a cost-free exercise. Attending governing body meetings may involve travelling expenses, particularly in rural areas. Some governors may be able to afford the out of pocket expenses their role entails, but this is not true of all potential governors and restricting the right to claim may prevent someone from becoming a governor or force them to resign their position.

The NGA understands the reluctance to use school funds to pay governor allowances, but if governors are continually expected to meet the costs of fulfilling an essential role out of their own pocket then there is a real danger that a culture of doing the bare minimum will ensure; meaning governors will not undertake training and will be poorly informed. Many governing bodies that have adopted an allowances policy set an annual limit on claims.

As a minimum the allowances policy should include the right to claim for:

- travelling expenses to governing body meetings and training courses
- the cost of child-care while attending meetings/training courses
- the cost of photocopying/printing papers for governing body meetings

The Co Chair of governors should take the lead in encouraging governors to claim by ensuring that she/he claims. The use of school funds for this purpose does not take away funding from pupils; this ensures that governors are properly informed and equipped to carry out their role, which must be in the best interest of their pupils.

A governing body with a policy of paying allowances claims will also be going some way to meeting their duty to promote community cohesion by encouraging participation by all members of the community, not just those with deep pockets.

Whilst Governors act in a voluntary capacity, giving freely of their time, it is unreasonable and possibly discriminatory when taking the decision to become a governor, if governors were to be financially out of pocket for the work they do.



Governors' Allowances Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003 and amendments. 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. Ashgate 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.

Governors of Ashgate Primary 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 Governor or representative of Ashgate Primary School, and are agreed by the COG that they are justified before any reimbursable costs are incurred.
 - The cost of travel relating only to travel to meetings/training courses at the current LA allowance
 - 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. Current rates of reimbursement are as follow:

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

- Telephone charges, photocopying, stationery, postage etc.

Travel by taxi is not reclaimable, except in exceptional circumstances, but mileage or equivalent bus or rail fare may be claimed instead.

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 of baby sitting allowances (excluding payment 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
 - Any other justifiable allowances.

3. The Governing Body at Ashgate 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, 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 Co Chair of Governors (which meets at least once per term) for final approval. All claims once processed will be lodged with the School Business Manager for processing, recording, budget control and auditing.

Claims will be subject to independent audit and may be investigated by the Co Chair of Governors if they appear excessive or inconsistent.