



PATCHAM HIGH SCHOOL

One Team, One Dream

Governors' Allowance Policy

Date Reviewed: November 2021

Next Review: November 2022

At Patcham High School we are committed to being a school for all and consider ourselves a proactive community who promote inclusivity and celebrate diversity. We are an Anti-Racist School who endeavor to create an environment which allows all our pupils and staff to thrive and learn from each other's differences; experiences, cultures, backgrounds, identities and abilities. It is our intention to ensure that all students are supported to be proud of themselves, respect each other and ultimately succeed as young adults. We are particularly conscious of the need to ensure the identities of those from minority groups are acknowledged and celebrated in every field, at all times, every day whether students of colour or LGBTQ+ we have an overall aim of providing equal opportunities for all by having One Team and One Dream.

Governors' Allowance Policy

Patcham High School Governing Body

1. Status

Maintained Schools: Statutory

2. Aims

The governing body plays a key role in the leadership and management of the school. They make a valuable contribution giving their time voluntarily. Individual governors should not be deterred from playing their full part because of incidental costs.

3. Equality Impact

The governing body believes paying reasonable expenses in specific categories, as set out below, is important to ensure equality of opportunity to serve as governors for all members of the community and so is an appropriate use of the school's Budget Share. The specific items allowable reflect this objective.

4. Legislation and Guidance

Maintained Schools:

This policy statement has been developed in accordance with the The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and with due regard to the guidance within the DfE Governance Handbook 2019 s 4.7 and Statutory policies for schools DfE Advice September 2019. These regulations give governing bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain costs which they incur in carrying out their duties.

5. Overview

Governors and associate members (if any) may claim reimbursement for reasonable expenditure necessary to enable them to perform their duties.

These **do not** include:

- an attendance allowance
- loss of earnings
- cost of equipment to enable remote attendance at meetings

Claims may be for:

- Childcare (other than by a resident and responsible person at the home address);
- Care for an elderly or dependent relative (other than as above)
- Extra costs incurred because they have special needs or English as a second language;

- The cost of travel to meetings/training courses/hearings. Where a governor's own vehicle has been used this cannot exceed the Inland Revenue and Customs approved Mileage Rates (found on the HMRC website) or the specified rates for school personnel. The school will reimburse mileage at the rate of 45p per mile. Evidence of appropriate insurance needs to be shown on an annual basis.
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Other justifiable cost with the prior approval of the Headteacher or Chair or Vice Chair of Governors.

6. Procedure

Allowances will only be paid on the provision of a receipt and limited to the amount on the receipt.

Claims will be paid in arrears and where possible, agreed in principle before they are incurred.

Governors and associate members may claim by submitting receipts to the School Business Manager or Bursar or using a claim form (see appendix 1) within six weeks of the date when the expenses were incurred or such later date upon prior agreement of a Chair of Governors or the headteacher.

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.

If it is considered approval has been declined unreasonably the decision must be reviewed by the governing body at their next meeting.

7. Other responsibilities of governors

Ensure an appropriate sum is allotted in the annual budget.

Ensure procedure for reimbursement of expenses is discussed as part of governor induction.

8. Arrangements for monitoring and evaluation

The full governing body will monitor and evaluate the impact of the policy every three years with reference to the attendance records of governors at meetings and to the total sum paid.

Appendix 1 – Governors’ Allowance Claim Form

Claims Form – Complete and Submit to School Business Manager/Bursar, having obtained prior agreement if required

Governor/Associate Member Name:	Name of School:
Date:	Claim Period:

I claim the total sum of £... ..as detailed below for governor expenses as detailed below.
 I attach all relevant receipts to support my claim.
 I certify that the particulars in this claim are correct and have been incurred in the course of my duties as a governor or associate member.

Signed Date

Details of claim	£	Receipt Attached?
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses (see below)		
Travel/subsistence to national meetings or training events (see below)		
Telephone Charges Postage Photocopying Stationery		
Other (please specify and confirm prior agreement obtained)		
TOTAL EXPENSES CLAIMED		

Breakdown of mileage claims				
Date	Details of trip (from - to)	Purpose of trip	Mileage	Value at HMRC rate per mile (£)
Totals				

Authorised for payment

..... Chair of Governors/Headteacher Date