

	Name of School	Corbets Tey School
	Last Review Date	04/10/2017
	Next Review Date	04/10/2018
	Reviewed by	Governors Name: S Gill Governors Signature: 

Governors' Allowances Policy

Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others.

In the development of this policy, the school has considered its impact with regard to equalities legislation.

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. 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. Corbets Tey 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.

All governors of Corbets Tey 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 Corbets Tey School, and are agreed by the Full Governing Body or the Leadership and Management Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following when asked to perform duties or training **outside of their regular governing body role**. This will be considered on a case-by-case basis and with the prior approval of the Governing Body:
 - Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner) when specifically required or requested to attend an event by the school or Chair;
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) when specifically required or requested to attend an event by the school or Chair;

- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Travel and subsistence costs (at a pre-agreed rate), 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 associated with a specified delegated task agreed by the governing body or relevant committee;
- Any other justifiable allowances.

The Governing Body at Corbets Tey 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 (Appendix 1), 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 Chair of Finance to be presented to the Leadership and Management Committee (which meets at least once per term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or the Chair of Leadership and Management Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.

Governors Claims Form

Name:	Name of School: Corbets Tey School
Address:	Date:
Post Code:	Claim Period:

I claim the total sum of £_____ for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Signed: _____

EXPENDITURE ITEM	COST
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	£
Travel/subsistence to national meetings or training events	£
Telephone Charges	£
Postage	£
Photocopying	£
Stationery	£
Other (please specify)	£
TOTAL EXPENSES CLAIMED	£

This form should be submitted to:

UNCONTROLLED

**The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
Governors' allowances (Part 6)**

30. School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

31. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf