



The Winterton Federation Governors' Allowance Policy



Name and title of Author/s:	Cheryl Baxter - Federation Business Manager
Name of responsible Committee/individual:	Resources Committee
Implementation date:	Spring 2024
Review date:	Spring 2025
Targeted audience:	Governing board
Related documents: All federation policies referred to are available on the federation website: https://thewintertonfederation.co.uk If English is not your first language, and you require assistance/translation, please contact the Junior school office.	The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Governors' Handbook January 2014
Strategic alignment:	1.5 Objective: Ensure that the Federation is inclusive, equal and equitable for all stakeholders. and 3.1 Objective: Quality assure efficient use of all Winterton Federation resources to include budgeting and spending.

Contents

Principles	2
Eligible Expenses	2
Implementation	3
Authorising and processing claims	3
Monitoring	3
Accountability	3
Review	3

Appendices

Appendix 1: Governor Allowance Claim Form	4
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The Winterton Federation Governors' Allowance Policy



Principles

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allows schools to implement schemes to pay or not pay governors allowances from the school's delegated budget. The aim of this policy is to provide clear guidance to governors on the types and values of allowances that can be claimed whilst undertaking governor duties, attending meetings or training courses.

Very few governors claim expenses, however, this policy has been created to enable people with limited incomes to become governors.

It must be noted that all members of the governing board are eligible to make a claim against any expenses listed in this policy; governors will **not** be paid an attendance allowance and governors will **not** be reimbursed for loss of earnings.

Eligible Expenses

The following expenses may be claimed for:

- childcare and babysitting costs (this does **not** include payments to a current or former spouse or partner or by a responsible person who normally lives in the family home);
- care arrangements for elderly or dependent relatives (this does not include payments to a current or former spouse or partner or by a responsible person who normally lives in the family home);
- travel expenses when attending governing board meetings
 - to include committee meetings;
 - at a rate of 45 pence per mile (current HM Revenue and Customs authorised mileage rate is 45p per mile 0-10,000 miles);
 - where governors share transport only the provider may claim;
 - cost of public transport may be claimed (proof will be required);
 - cost of taxi may be claimed in special circumstances, otherwise payment based on mileage rate or equivalent bus fare will be used;
- travel expenses when attending governor training courses
 - at a rate of 45 pence per mile (current HM Revenue and Customs authorised mileage rate is 45p per mile 0-10,000 miles);
 - attendance in out of county training courses will require the approval of the Resources committee;
 - where governors share transport only the provider may claim;
 - cost of public transport may be claimed (proof will be required);
 - cost of taxi may be claimed in special circumstances, otherwise payment based on mileage rate or equivalent bus fare will be used;
- sundry expenses
 - relating to telephone charges, photocopying, postage and stationery etc. or
 - relating to telephone charges, photocopying, postage and stationery etc. will not be allowable - governors can use the school photocopier for governing board business whilst further assistance with office services can be sought from the school office subject to the other demands on staff time;



The Winterton Federation Governors' Allowance Policy



- other expenses
 - governors may claim an allowance for costs relating to other needs (for example where their first language is not English). These may include translation of documents.

Implementation

- in accordance with the Regulations, expenses will be paid out of the federation's annual budget allocation;
- any claim requires the **prior** approval of the Executive Headteacher;
- travel claims may not exceed the specified rates by the Secretary of State for the Environment, Transport and the Regions - these change annually and details can be obtained from the LA's Personnel section;
- governors whose expenses are the subject of consideration must **withdraw** from the meeting at this point and take no part in the decision.

Authorising and Processing Claims

- payment will be made half termly;
- any governor wishing to make claims under these arrangements should complete a claims form (Appendix 1) and should attach associated receipts of proof of attendance;
- the governor should hand the completed form to the Executive Headteacher, who will make a decision;
- any decisions must be recorded in the minutes;
- following any decision to approve a claim the Executive Headteacher is empowered to authorise payment of expenses by signing the claim form;
- the Business Manager will commit the expenditure to the appropriate budget heading and keep a record of the completed claim form and associated receipts;
- the Executive Headteacher will report to the Resources committee any claims made on a termly basis.

Monitoring

The Resources committee annually (spring term) examine the level of allowances paid to governors to ensure best value practices are being followed in principal and that value for money is being achieved.

Accountability

All claims are subject to the normal LA audit arrangements and may be investigated by the Chair of governors if they appear excessive or inconsistent.

Review

The Resources committee annually (spring term) consider how the policy is operating in practice.

The Resources committee may, at any time, agree to withdraw the facility or review the criteria for claims.



The Winterton Federation
Governors' Allowance Policy



Appendix 1: Governor Allowance Claim form

Governor Name:
Address:
Details of claim (include time/date/duration of governor meeting, training course etc.)

I claim the total sum of £..... for governor expenses as indicated below. I have attached relevant receipts to support my claim.

Signed Date

	£	p
Child care/babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors whose first language is not English		
Support for governors with special needs		
Travel to meetings/training courses		
Travel to national meetings or training events		
Telephone charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

This form should be submitted, within 2 weeks of the expenses being incurred, to:

Mrs Cathy Logan
Executive Headteacher

Executive Headteacher approval

Signed Date