



the *King's* school

specialising in maths and computing

Governors' Allowances Policy



GOVERNORS' ALLOWANCES POLICY

1 Policy Statement

This policy has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. Governors give up their time in an unpaid role to support the effective management of the King's School. This activity should not leave them financially disadvantaged. This policy therefore sets out the allowances that Governors may claim and any limits associated with those allowances.

Governing Bodies in Academies are free to determine their own policy on the payment of allowances and expenses.

2 Purpose

The King's School Governing Body believes that paying governor 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.

Allowances:-

From the date of appointment, all Governors of The King's 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 and are agreed by the Chair of Governors that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of the Governing Body:
 - Childcare or babysitting allowances (excluding payments 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;
 - 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 distant training events, unless these costs can be claimed from the LA or any other source.

The Governing Body acknowledges that:

- Governors **will not** be paid attendance allowance;
- Governors **will not** be reimbursed for loss of earnings;
- Governors **will not** be paid for the cost of travel for attending meetings or locally run training events;
- Governors **will not** be paid for telephone charges, photocopying, stationery, postage Etc.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a Claim Form (Appendix A) 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 or Vice Chair of Governors.

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

3 Scope

This policy will apply to all current Governors and Associate Governors on the Governing Body of The King's School

4 Responsibility

The responsibility for the administration of the Policy will be with the Chair of Governors, advised by the Governors' Finance & Premises Committee.

5 Publicity

All new Governors recruited to the School will be made aware of the Allowances Policy. The policy will be posted on the Shared (G) drive of the School IT network and will also be posted on the School's website.

Governor Expenses Claim Form

Name:	
Address:	
Claim Period:	

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

Signed _____ Date _____

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/subsistence to distant meetings or training events	
Other (please specify)	
TOTAL EXPENSES CLAIMED	£

This form should be submitted to the Chair or Vice Chair of Governors.