



# Governors' Allowances Policy

<b>Date of last review:</b>	2020	<b>Review period:</b>	2 Years
<b>Date of next review:</b>	2022	<b>Written by:</b>	Clerk to Governors
<b>Type of policy:</b>	Non-statutory	<b>Committee:</b>	Finance & Resources
<b>Signature:</b>			

*(Approved 21/01/2020 by the Finance & Resources Committee under delegated powers)*

Wyre Forest School Governing Body believes that paying governors' allowances, as set out below, is important to ensure equality of opportunity for all members of the community to serve as governors, and is therefore an appropriate use of school funds. Governors are volunteers and give their time for free; all allowances payable are non-remunerative and for the sole purpose of ensuring that governors are not out of pocket as a result of actual expense incurred in carrying out their duties for the school. The specific items allowable reflect this objective and comply with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

A governor may claim allowances for costs incurred in carrying out his/her duties as a governor or representative of Wyre Forest School, provided: (i) the purpose is listed below as justified and compliant with this policy; and (ii) prior authorisation (where required) has been obtained before any reimbursable costs are incurred.

### **Items allowable**

A governor may claim for the following:

- Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner), at a rate not exceeding **£9 per hour** per child;
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) at a rate not exceeding **£11 per hour**;
- Extra costs incurred in performing duties, either because the governor has special needs or because English is not his/her first language;
- The cost of travel to meetings, appointed 'link governor' visits or training events, including public transport fares and/or private vehicle use at the currently agreed rate (March 2016: **45 pence per mile**) which does not exceed HMRC-approved limits;
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State, associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Any other justifiable allowances approved by the Finance & Resources Committee on a case-by-case basis.

### **Items not allowable**

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

### **Prior approval**

- Where the claim relates to a scheduled meeting of the governing body or its appointed committees, or a pre-arranged visit to school by a 'link governor' to carry out designated duties for which he/she was appointed, the activity will be deemed as approved for allowances purposes, and prior authorisation is not

needed.

- In all other instances approval should be obtained from the chair of governors (or vice chair in his/her absence), and evidenced by email exchange, *before* the activity takes place for which reimbursable costs are incurred.

### **Processing of claims**

A governor wishing to claim under these arrangements, once prior approval (where required) has been sought and granted, should complete a governors' expenses claims form (obtainable from the school, or online from the governor portal), attaching receipts where applicable, and return it to the school office within two weeks of the date when the costs were incurred. Claims will then be referred for payment to be approved by the headteacher.

### **Managing costs**

Governors are asked to take reasonable steps to contain reimbursable costs where this is possible – for instance, when planning rail travel, to use advance booking which can often achieve considerable saving.

### **Recording and audit**

Evidence (where required) of the prior approval of the purpose for which allowable costs are incurred should be retained (on paper or by email), for reference when payment is approved and in case of subsequent enquiry.

Use of the standard claims form will be expected in all cases. This will allow the school to track and audit expenditure on governors' allowances.

Claims will be subject to independent audit and may also be investigated by the chair of governors (or chair of finance in respect of the chair of governors) if they appear excessive or inconsistent.

### **Review**

This policy will be reviewed every 2 years *[next due Spring 2022]*.