

## **Payment of Governors' Allowances Policy**

### **Policy Statement and aims**

We believe that the Board of Governors plays a key role in the success of the school. Individual Governors should not be deterred from playing their full part because of incidental costs.

**Abbey Woods Academy** believes that paying governors' allowances ensures that no Governor, or any person who is co-opted onto a Board of Governors committee is out of pocket where the school has derived a benefit from a person making an outlay in order to perform their duties as a Governor. The Policy also reaffirms the Board of Governors' commitment to ensuring equality of participation for all Governors.

### **Publication**

This policy is available to all in the school community via the website and on request. This policy can be made available in large print or other accessible format if required.

### **Governor Expenses**

Governors are entitled to claim the below expenses; providing the expenses are incurred in carrying out their duties as a governor of Abbey Woods Academy.

- Childcare or baby-sitting 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 incurred in performing duties either because of special needs or because English is not the first language;
- The cost of travel relating only to travel to meetings/training courses at a rate of 24 pence per mile which does not exceed the specified rates for school personnel;
- Travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances as agreed beforehand.

The Board of Governors acknowledges that:

- Governors will not be paid attendance allowance;
- Governors will not be reimbursed for loss of earnings
- Governors may not claim expenses for foreign travel
- Governors (and immediate relatives) will not receive payment for goods and services
- Employees can be appointed to the Board of Governors and receive their salary but no additional payment must be made
- Governors must withdraw from a meeting where their contractual arrangements, pay or performance are discussed

**Procedure for claiming expenses**

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts, and return it to the school within two weeks of the date when the allowances were incurred. The form will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee (which meets at least once per half-term) for final approval.

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

**Arrangements for monitoring and evaluation**

The Board of Governors will monitor and evaluate the impact and compliance of this policy annually with reference to the attendance records of governors at meetings and to the total sums paid out. This Policy will be reviewed annually.

**Signed:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Last updated:**

**Review date:**

**Appendix 1**

**Example: Allowances Claim Form**

|                  |                        |
|------------------|------------------------|
| <b>Name:</b>     | <b>Name of School:</b> |
| <b>Address:</b>  | <b>Date:</b>           |
| <b>Postcode:</b> | <b>Claim Period:</b>   |

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

**Signed.....**

|  | £ | p |
|--|---|---|
| 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)                                     |   |   |
| <b>TOTAL EXPENSES CLAIMED</b>                              |   |   |