



Pebworth First and Blackminster Middle Schools
Federation



Governor Allowances Policy

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Written and revised by:	J Ellis
Approved by:	Resources Committee
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Governor Allowance Policy

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Boards 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.

Pebworth First and Blackminster Middle Schools Federation Governing Board 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 Pebworth First and Blackminster Middle Schools Federation will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim allowances which are incurred in carrying out their duties, as a Governor or representative of Pebworth First and Blackminster Middle Schools Federation, and are agreed by the Chair of Governors (or Vice Chair in the Chair's absence) that they are justified before any reimbursable costs are incurred. In the case of a claim by the Chair of Governors, the Vice Chair's approval needs to be obtained.

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 Governors

- Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner or grandparents);
- 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;
- The cost of travel relating only to travel to meetings/training courses at a rate of determined by the County at that time, or the actual expense related to the travel (E.g. train ticket).
- Reasonable telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Governing Board at Pebworth First and Blackminster Middle Schools Federation 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 (obtainable from the school office at Blackminster Middle school), attaching receipts, and return it to the school within two weeks of the date when the allowances were incurred. The Business Manager, or other delegated person will process the payment.

Claims may be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent. This policy will be reviewed by the Resources Committee every three years.