



PLAYLEARNACHIEVETOGETHER

Policy:

Governor Allowances

Approved by the governing body on.....

Play together, learn together, achieve together.

SPRINGVALE PRIMARY SCHOOL

Governor Allowances Policy



Introduction

This policy was created after a period of consultation with relevant stakeholders within school. It has been formally adopted by governors and reflects our approach at Springvale Primary School.

Aims and Principles

The policy is underpinned by the central aims of Springvale Primary and values held by the school community:

Aims of the school

- Springvale is committed to promoting high standards of academic achievement for all learners in all subjects.
- As a school we will continue to develop and instil key life skills and values in our pupils.
- We will encourage positive relationships and communications between home, our community and the wider world.

In particular, Springvale School has an inclusive approach to our provision. Our aim is always to involve all our children and stakeholders in all areas of the curriculum and school life. In accordance with our **Disability Equality Scheme** we recognise that this may mean making special adaptations or arrangements from time to time for children with specific disabilities. We welcome the involvement of disabled adults in all areas of school life.

Background Information

Springvale Primary School is a caring and open school, where parents, children, staff and the wider school community all know that their views and needs will be listened to, in both education and personal areas.

Background

It is recognised that being a school governor is not a cost free activity and that on occasions governors do incur expenditure in order to carry out their duties. The Governing Body believes that paying governors' allowances, in the categories set out in this policy, 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.

We will therefore pay appropriate allowances as set out below on submission of an approved claim form. (Appendix A)

The legal basis for paying allowances to governors is the Education (Governors' Allowances) Regulations 2003. These Regulations are related to governing bodies that decide to pay expenses and it should not be implied that a governing body must pay allowances as a statutory requirement.

Payments will only be made in respect of expenditure necessarily incurred for the purposes of enabling the person to perform any duty as a governor and must be verifiable.

Travel expenses will be paid at a rate not exceeding the maximum of the Inland Revenue Authorised Mileage rate. The Inland Revenue rates are changed annually and can be found on the Inland Revenue website at www.inlandrevenue.gov.uk

The governing body may pay less than the authorised mileage rate if it so wishes but will not pay more than the maximum level of those rates. If the governing body has any doubt about whether or not payments made under its scheme attract tax liability, it will contact the Inland Revenue for advice. Where Approved Mileage Allowance Payments are used and this is adhered to then no tax will be due. Other reasonable expenses will be paid on the provision of a receipt (and should be limited to the amount shown on the receipt). Prior to incurring any such expenditure, the governor should check with the Head that the expenditure is appropriate.

Governors are classified as volunteers and in such circumstances HMRC are happy to accept that no tax is due on any allowance payments made to them as long as the payment does not reimburse more than the amount actually incurred (i.e. there is no profit element). Additionally the payment must be deemed reasonable e.g. lunch at a 3 star Michelin restaurant would not be considered appropriate.

Governors' allowances will normally be met from the school's delegated budget, however, allowances can also be paid from any other source of income to the school, providing that any person contributing to that income is aware that the funds may be used for allowances.

The governing body is in agreement that this policy to pay governors' allowances applies to all categories of governors and associate members.

It is recommended that the approval for the payment of allowances is delegated in the first instance to the headteacher in consultation with the Chair of Governors.

Schedule of Permissible Allowances

From the date that the Governing Body resolves that this policy takes effect, all Governors of Springvale School will be entitled to claim the actual costs incurred in carrying out their duties where the costs are provided for below:

- Child care 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 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 which does not exceed the specified rates for local authority employees and members;
- Travel and subsistence costs, payable at the current rates associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source;
- Telephone charges, photocopying, stationery, postage etc.

The provisions set out in the list above do not prevent any governor submitting a claim for any other expenditure incurred whilst carrying out their duties. These claims shall be considered by the Governing Body and not delegated to any committee or individual.

Procedure for submitting a claim

Any claim for expenditure incurred must be made on the school's approved claim form. (Appendix A)

All individual items shall be accompanied by a receipt unless this is unreasonable or impracticable.

All claim forms shall be submitted to the office.

All claims paid shall be reported to the next meeting of the Resources Committee and recorded in the minutes.

A schedule of payments shall be presented annually to the Governing Body

All claims will be subject to independent audit. Copies of submitted claims and supporting receipts must be retained in school for a period of 2 years after the end of the current financial year.

The Chairperson of the Governing Body may investigate any claims where they appear excessive or inconsistent.

Appendix A

GOVERNORS' ALLOWANCES CLAIM FORM

The purpose of this form is to enable School Governors to claim reimbursement of expenditure incurred whilst carrying out their duties in connection with the authorised and approved business of the Governing Body.

Name	_____
Address	_____

Expenditure incurred as set out in the School's Policy.

Date	Purpose of Expenditure	Receipt attached <i>Please</i> ✓	Amount (£)
		Total	

I certify that the items set out on this form are actual expenditures for which I am claiming reimbursement.

_____ Governor's signature

_____ Date

This Section to be completed by the headteacher.

Payment approved/not approved.

_____ Headteacher's signature

THIS FORM MUST BE RETAINED FOR THE PURPOSES OF AUDIT.