



The King Alfred School

Governors' Allowances Policy

Created by: Hugh Mackay	
Date: 23/05/2017	
Approved by Governing Body: 23/05/2017	
Review date: May 2019	
Signature of Chair of Governors	Signature of Headteacher

Governors' Allowances Policy

RATIONALE AND PURPOSE

This Policy statement has been developed in accordance with the DfE document "The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Bodies 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.

The Governing Body 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.

The Governing Body delegate authority to the Headteacher or a member of the Senior Leadership Team (SLT) for the day to day implementation of the Policy and approval of expenditure within the School's budget set.

PRINCIPLES

All governors of The King Alfred 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 or representative of the School, and are agreed by the SLT 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 SLT:
 - 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.
 - All expenses claimed must be supported by receipts including mileage, where the fuel receipt is required even when the mileage does not represent the full amount of fuel purchased.
 - The cost of mileage relating only to travel to meetings/training courses will be paid at the current HMRC rate per mile.
 - Reasonable costs relating to other travel should be agreed in advance ensuring the cost is kept to the minimum possible but taking into consideration constraints on the travel i.e. timings of events and other commitments the Governor may have.

- Subsistence costs will be paid at the current rate. The School has adopted the LA Rates. Please note alcoholic beverages will not be reimbursed.
 - Photocopying/Printing and Postage should wherever possible be completed via the school only in exceptional circumstances will expenditure be reimbursed where these functions have been paid for independently.
 - Telephone charges, stationery, etc.
3. Governors will be able to claim for expenses incurred as a response to an emergency situation even if not agreed in advance; in this case the Headteacher/SLT will approve reasonable expenditure retrospectively.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claim form (obtainable from the School Office), attaching receipts for all expenditure, and return it to the School via the Clerk to the Governors within one month of the date when the expenditure was incurred.

The Governing Body acknowledges that:

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

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

Governors' Allowances - Claim Form

Name:	Name of School:
Address:	Date:
Post Code:	Claim Period:

		Net Cost £	VAT £	Total Cost £
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 – by car	Start Mileage			
	Finish Mileage			
	Total miles claimed			
Other Travel Costs				
Subsistence Costs				
Telephone Charges				
Stationery				
Other (please specify)				
TOTAL EXPENSES CLAIMED				

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

Signed: Governor

Authorised: SLT

This form should be submitted to the Clerk to Governors, The King Alfred School, Burnham Road, Highbridge, Somerset TA9 3EE or via e-mail: thumphris@kingalfred.somerset.sch.uk