



Governor's Allowance Policy

Date written:	September 2023
Date adopted/reviewed:	September 2023
Review schedule:	Triennially
Policy Area:	FINANCE

Aims and Ethos

At All Saints CE Primary School & Nursery it is our aim to raise standards by promoting a school ethos that is underpinned by core Christian values. It is recognised that this will be most successful when the values and attitudes promoted by the staff provide a model of behaviour for the children. All our policies and decision making are formed through the lenses of these Christian values to ensure that our school lives them out in all aspects of its collective life.

Introduction

[The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#) give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Governors for certain expenses which they necessarily incur in carrying out their duties.

Allowances / Expenses

All Saints School 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.

- Governors may claim allowances providing the allowances/expenses are incurred for expenses incurred in carrying out their duties, as a Governor or representative of All Saints School, and are agreed by the Resources Committee that they are justified before any reimbursable costs are incurred.
- Governors may claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - Childcare or babysitting costs (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 of 45p per mile ([Gov.uk website](#)), unless these costs can be claimed from the LA or any other source;
 - Telephone charges, photocopying, stationery etc; (Governors are expected to use school facilities if printing/copying is required and can request school to provide stationery items free of charge).
 - Any other justifiable allowances.
- Governors may not be paid an attendance allowance nor may they be reimbursed for loss of earnings.

While Governors are not employees of the School, or of the local authority, they should be mindful of restrictions which apply to those employees in respect of receiving gifts and hospitality, since Governors may also be influential in staff reaching decisions with suppliers. An appendix to this policy, based on guidelines for employees in another Authority, gives some guidance on what might or might not be acceptable for Governors.

Governors wishing to make claims under allowances arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred. The claim will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Resources Committee for final approval.

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

Review

This policy will be reviewed triennially by the Resources Committee for endorsement by the Governing Body.

Appendix: GIFTS AND HOSPITALITY GUIDELINES

These guidelines are provided for the benefit of the School's Governors and should not be construed as applying to or a policy in respect of staff employed by the school or the Local Authority.

Excessive offers of any gift or hospitality should be reported immediately to the Chair of Governors or Standards and Schools Effectiveness, HCC, in the case of the Chair of Governors. If an individual is in doubt over the propriety of accepting a gift or an item of hospitality, advice should be sought from the Chair of Governors or Standards and Schools Effectiveness.

Gifts and hospitalities should be declared when they are financial in nature and exceed a threshold of £50 or for any amount if the giver/donor is seeking a commercial decision from the School. All Schools should maintain a register in which these offers of gifts and hospitalities or other favours are recorded. The information recorded should include:

- a description of the offer
- the person to whom the offer was made
- whether the offer was accepted or rejected
- the justification for acceptance.

The register should be made available for inspection at all times by audit.

Some best practice examples of gifts and hospitalities that may be deemed acceptable are:

- a small gift of a promotional or advertising nature e.g. calendars, diaries;
- gifts on the conclusion of a courtesy visit to a factory or firm of a type normally given by the organisation concerned and the giver is not seeking a decision or business from the School;
- gifts where the contractor wishes to mark the completion of a new building, provided such gifts are made to a number of people on the same occasion as part of normally accepted practices and the giver is not seeking a decision or business from the School;
- a small gift where refusal would cause needless offence and the giver is not seeking a decision or business from the School;
- attendance in an official capacity at functions organised by public authorities.

Some best practice examples of gifts and hospitalities that may be deemed inappropriate are:

- lavish/expensive gifts
- holiday or weekend hospitality
- use of a company flat or suite
- a meal paid for by someone who is awaiting a decision from the School
- an invitation as a spectator at a sporting event
- gifts received regularly from the same source
- offers of items or service at trade or discount price, other than a discount offered generally to all or most Council employees accepting money or other reward for work done as a Council employee, apart from that which the Council pays.

STANDARDS & SCHOOL EFFECTIVENESS

HR Advice: 01438 544463



Governor Allowance/Expenses Claim Form

Name:	Date:
Address:	
Post Code:	Claim Period: <input type="checkbox"/> Autumn Term <input type="checkbox"/> Spring Term <input type="checkbox"/> Summer Term

I claim for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

Type of expense	£
Childcare	
Care arrangements for other dependents	
Support for governor with special needs	
Support for governor whose first language is not English	
Travel to meetings/training courses (at 45p per mile) <i>Meeting/training course attended:</i> Title: Date & Time: Venue:	
Telephone charges	
Postage	
Photocopying/Printing (Governors should use school facilities)	
Stationery (Governors should request standard items from the school directly)	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This form should be submitted to the School Office for the attention of the Chair of Governors.

OFFICE USE:

Approved by Chair of Governors:

Signed:

Date:

Payment actioned:

Initials:

Date: