

Governors Allowances Policy

Date last reviewed	July 2017
Committee Responsible	LMR
Designated member of staff	MBA
Date of next review:	July 2020

STATEMENT OF INTENT

Governing Bodies can continue to choose whether or not to pay allowances to governors. It is the policy of the school to pay reasonable 'out of pocket' expenses as defined below to Governors in the execution of their role.

GOVERNORS' ALLOWANCES POLICY

The Governors' Allowances Policy at The Hollyfield School is a statement of good practice in relation to the responsibility of the school to ensure that governors are properly recompensed, if they wish to be so recompensed, in respect of personal money spent in the pursuit of legitimate and authorised school activities. It is also a statement of the responsibility of governors to keep such expenditure to a minimum and to account properly for any outgoings reclaimed.

AIMS

- To lay down the conditions under which expenses can be claimed
- To provide for a proper and transparent system of accounting such expenses
- To specify clearly what may be claimed and what may not.

IMPLEMENTATION

What may be claimed

All governors will be supplied with a copy of this policy on appointment

There is a claim form that must be used by governors making claims of any description.

Allowed expenses are applicable to all categories of governor, including associate members.

In principle, payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.

Examples of eligible expenses are:

- Child care or baby-sitting expenses
- Care arrangements for an elderly or dependant relative
- Telephone charges, photocopying, stationery etc
- Travel and subsistence (i.e. reimbursement for meals purchased that would not otherwise have been bought)

Governors do not have to pay tax on allowances as long as only actual expenditure is reimbursed.

What may not be claimed

Allowances for travel cannot exceed the Inland Revenue Mileage Rates

Governors cannot claim attendance allowances (i.e. payment for attending meetings themselves) or for loss of earnings

How are allowances paid?

- Allowances are paid from the academy's delegated budget. Completed expense forms (see appendix) should be handed or posted to the Director of Finance and Operations who will arrange reimbursement by cheque. Allowances will only be reimbursed if accompanied by a receipt or receipts. Where possible, VAT receipts should be obtained.
- Mileage allowance will be paid in accordance with the Inland Revenue Mileage Rate.
- Governor allowances are subject to audit.

LEGAL BASIS

The Education (Governors' Allowances) Regulations 2003 cover expenses incurred by Governors. They have been made under section 19 (3) and 210 (7) of the Education Act 2002.

ROLES AND RESPONSIBILITIES

Governing Body

The Governing Body is responsible for setting the level of expenses that may be claimed and for monitoring the application of this policy. All members of the governing body may vote on the nature and rates of allowances irrespective of the rules on declaring direct and indirect financial interests.

However, if an individual governor's claim is being considered or approved, that individual must withdraw from the meeting as he or she will have an interest in the outcome of the discussion.

Director of Finance and Operations

The Director of Finance and Operations will allow or disallow claims in accordance with this policy and Governing Body decisions. Any dispute between the Director of Finance and Operations and an individual governor will be referred to the Governing Body for resolution.

OTHER POLICIES

This policy should be read in conjunction with:

Complaints Procedure

Financial Management Policy

Freedom of Information Publication Scheme

Register of Business Interests of Headteacher and Governors

