



# **Archbishop Temple School**

A Church of England Specialist College

## **GOVERNORS ALLOWANCES**

**Date Agreed : February 2020**

**To Be Reviewed : February 2023**

**Name of Policy:** **Governors Allowances**

**Sub-Committee Responsible:** **Finance & Fabric Committee**

**Lead Responsibility in School:** **School Business Manager**

**Source of Policy: (Please tick)**

- LA:**
- Diocesan:**
- School: X**
- Other – Please specify:**

This policy supports our work as a Church school as summarised in our Vision Statement:

**Purpose**

Archbishop Temple School seeks to care for young people and prepare them well for adulthood, valuing the whole person.

**Mission**

Through our faith in God, Father, Son and Holy Spirit, we strive to nurture each person's ability, gifts and talents so that they can 'have life and have it to the full' (John 10:10) and use it in the service of God and other people.

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. 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. Archbishop Temple School Governing Body believes that paying governor 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.

From the date of appointment all governors of Archbishop Temple School will be entitled to claim the actual costs, which they incur as follows:

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Archbishop Temple School, and are agreed by the Chair of Governors that they are justified before any reimbursable costs are incurred.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of the Governing Body.:

1. Childcare or babysitting allowances (excluding payments to a current/former spouse, partner or family member).
2. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse, partner or family member).
3. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
4. Travel and subsistence costs relating only to travel to meetings/training courses at the specified rates for school personnel, unless these costs can be claimed from the LA or any other source.
5. Telephone charges, photocopying, stationery, postage etc.
6. Any other justifiable allowances.

The Governing Body at Archbishop Temple School acknowledges that:

- Governors may not be paid attendance allowance.
- Governors may not be reimbursed for loss of earnings.
- Governors may not be reimbursed for travel to governing body meetings or subcommittee meetings held at the school.

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

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