



BRIDGE & PATRICXBOURNE C of E PRIMARY SCHOOL

Governor Allowances Policy & Procedure

Our school vision is based upon Jesus' words: *"I am the vine, you are the branches. If you abide in me and I in you, you will bear much fruit."* (John 15:5) which speaks of how we live and grow together as a Christian community.

We provide opportunities for everyone to flourish and grow within the love of God. Guided by the teachings of Jesus, we cultivate creativity, excellence, and resilience, inspiring pupils and staff to develop their unique gifts and become the best versions of themselves. We aim to equip our diverse community to make a positive difference in the world.

Our core values of Service, Forgiveness, Trust, Generosity and Compassion were chosen to underpin this vision for our school.

Key Personnel

Headteacher: James Tibbles

Chair of Governors: Peter Hellman

Chair of Finance & Personnel: Mark Hills

Key Dates

Reviewed: October 2024

Next Review Date: October 2027

We want to ensure your needs are met. If you would like this document in any other format, please contact us: office@bridge.kent.sch.uk

Introduction


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. Bridge & Patrixbourne CEP 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.

All governors of Bridge & Patrixbourne CEP 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 Bridge & Patrixbourne CEP School, and are agreed by the Governing Body 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 Governing Body:
 - Childcare 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 of 24 pence per mile which does not exceed the specified rates for school personnel
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source
 - Telephone charges, photocopying, stationery, postage etc
 - Any other justifiable allowances.

The Governing Body at Bridge & Patrixbourne CEP School acknowledges that:

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



Governors wishing to make claims under these 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, when they will be submitted for approval by the Chair of Governors or Chair of Finance and Personnel to be presented to the Finance and Personnel Committee.

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

Appendix 1

DfE Regulations: Paying Allowances to School Governors

Key Messages

Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.

Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.

Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.

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

Allowances can be paid to governors serving on temporary governing bodies, and to associate members.

Governor allowances will continue to be paid from the school's delegated budget.

In schools without delegated budgets, the LEA may pay governor allowances.

Appendix 2

Governor Expenses Claims Form

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

	Amount of Claim
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	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
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.....

This form should be submitted to: Mrs Lin Walkderdine, The Clerk to Governors
c/o The School Office, Bridge & Patrixbourne CEP School