



BURTON BOROUGH SCHOOL

Governor's Allowances Policy

Policy Reviewer	Rita Barton	Date of Review	October 2019
Date Presented to Governors	11 th November 2019	Date of next Review	Autumn 2022

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Introduction

This document formally documents the agreement of the Governing Body Burton Borough School in relation to Governors' Allowances.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to Governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

Aim

The aim of this policy is to clearly specify the circumstances under which governors may or may not claim allowances.

Policy

Governors will not claim any allowances for attending any of the following:

- Meetings of the governing body.
- Meetings of any sub-committee.
- Local Authority training sessions.
- Governor Link activities.
- Staff Interviews.
- Presentation Evenings.
- School Productions.
- Any other activities that take place on the school premises.
- Visits to any of our feeder schools.
- Any other activities relating to their governorship that takes place within 8 miles of the school site.

Travel claims

If Governors are required to attend activities involving a distance in excess of 8 miles then, subject to prior approval of the order of magnitude of the expense by the Chair of Governors or Chair of Human & Corporate Governance Sub-Committee and the Business Manager or Headteacher, Governors may claim reimbursement for reasonable travel costs, mileage or public transport, and subsistence. Payment of any such expenses will be made through the Staff expense reimbursement process with the claim also being countersigned by the Chair of Governors or Chair of Human & Corporate Governance Sub-Committee.

Child care

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the Governor is attending meetings of the Governing Body or its Committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

Care for the elderly

Costs may be claimed for situations similar to those for child care.

Telephone charges

Where a Governor is unable to use the school's facilities for a specific task relating to their office as Governor for any of the above, a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

Making a claim

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial. All claims must be supported with a relevant receipt or invoice.

Claims should be authorised by the Chair of Governors and submitted to the Business Manager.