



Governors Allowance Policy



September 2020
Review date: September 2022

CONTENTS

	Page
Governors Allowance Policy	1-2
Claim Form for Governors Allowances	2

Park Community Academy

**“We grow together, we learn together, we will achieve our best together.”
‘Grow, learn, achieve.’**

Governors’ Allowance Policy

This policy statement has been developed in accordance with the Education (Governors’ Allowance) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school’s annual budget allocation to Governors for certain expenses which they incur in carrying out their duties. Park Community Academy 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 allowance reflect this objective.

All Governors of Park Community Academy are entitled to claim the actual costs that they incur as follows:

- To attend Governors’ Meetings, Committee Meetings and any other meeting, which as a Governor you are required to attend.
- For visits into school e.g. to observe teaching, assemblies or special events such as concerts and sports days.
- To attend training provided by Governor Services, or to attend briefing meetings.
- Expenses may be claimed for attending conferences and meetings other than above, but the prior approval of the Governing Body must be sought.

Governors will be able to claim for the following:

- The cost of travel, being the actual bus fare, or a mileage allowance at the rate used for school staff (currently 42.0p per mile), except that this rate must not exceed the Inland Revenue Authorised Mileage Rate. A taxi should only be used with the prior approval of the Governing Body.
- The cost of childcare (excluding payments to current/former spouse/partner). Please note that childcare can usually be arranged in school on request.
- The costs of care arrangements for a dependent relative (excluding payments to current/former spouses/partner).
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
- Authorised stationery costs where the school facilities cannot be used.
- Any other justifiable costs can be claimed with the prior approval of the Governing Body.

The Governing Body of Park Community Academy acknowledges that:

- We are not allowed to pay attendance allowance.
- We are not allowed to reimburse Governors for loss of earnings.

Governors wishing to make claims under these arrangement should complete a claim form, which will be distributed to all Governors once per term. The completed form should be submitted to the school office, attaching receipts, and payment will be made usually on a termly basis. All claims must be scrutinised and approved by the Chair of Governors or the Chair of Finance, and will be subject to independent audit. The amount of individual claims will be kept confidential, but the total amount claimed should be reported annually to the Governing Body.

Claim Form for Governors’ Allowances

Name

I claim the sum of £ for Governors’ allowances as detailed below. I have attached relevant receipts to support my claim.

Signed Date

Date of meeting	Event	Type of Allowance	Mileage	£	p

Forms should be submitted once per term to the school office.

The current authorised mileage rate is 46.0 p per mile