

# DOVE FEDERATION

## GOVERNORS' ALLOWANCES POLICY

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### **Introduction**

The Education Governors' Allowances Regulations 2003 allow for *"payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty"*

The aim of this policy is to ensure that a Governor (or non-Governor who is co-opted onto a Governing Body Committee), is not deterred from playing their full part because of incidental costs. This policy also reaffirms the Governing Body's commitment to ensuring quality of participation for all Governors. Governors cannot be paid attendances allowance or for any loss of earnings.

At the full Governing Body meeting held on the 18<sup>th</sup> May 2017 it was agreed the following expenses could be claimed for:-

- Childcare or babysitting (other than done by a resident and responsible person at the home address) at a rate to be agreed by the Governors as and when the situation arises.
- Care arrangements for a dependent (as above) at a rate of £..... (to be considered by the Governors as when the situation arises).
- Support for Governors with special educational needs (e.g audio equipment)
- Support for Governors whose first language is not English (translations).
- Telephone charges, photocopying, stationery, etc.
- Car travel at usual rate per mile to be considered as and when such claim arises.
- Other travel.
- Meals to be considered by the Governors as and when the situation arises.

### **Claiming Expenses**

To minimise administrative burden for the school, Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial. Claims should be submitted to the Clerk to Governors who will check and authorise claims or liaise with the Chair of Governors for claims of £50 or less. Claims for more than £50 will be checked by the Clerk and authorised for payment by the Chair of Governors in liaison with the Head Teacher. All claims will be reimbursed by way of cheque.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.

### **Relationship to other policies**

This is referenced to the school's equality policy.

### **Arrangements for monitoring and evaluation**

The Governing Body will monitor and evaluate the impact of the policy annually with reference to the attendance records of Governors at meetings and to the total sum paid out.

Reviewed: 18<sup>th</sup> May 2017

Ratified: 18<sup>th</sup> May 2017

Next Review Date: 18<sup>th</sup> May 2018