

Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'.



Governor Allowance Policy

By order of the Governing Body of Our Lady of Peace Catholic Primary and Nursery School

This policy was implemented April 2016

Date implemented: April 2016

Ratified at FGB Meeting

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To be reviewed: Summer Term 2017

This policy has been adopted from CEFM in accordance with their guidance (appendix 2).

The school has a commitment to safeguarding and promoting the welfare of children.

Governor Allowance

Introduction

The governing body of Our Lady of Peace Catholic Primary & Nursery School believes that paying school governor allowances reflects the value that the school places on our governors in the amount of time, energy and sacrifice that they offer to the school.

Objectives and targets

The governing body of Our Lady of Peace Catholic Primary & Nursery School believes that using the specific categories as set out below, we will ensure 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.

Action plan

The following criteria will be applied:

- Governors at our school will not be paid attendance allowance.
- Governors at our school will not be reimbursed for loss of earnings.
- All governors at our school will be entitled to claim the actual costs that they incur in carrying out their duties as a governor or representative of the school. Claims may be made for:
 - Childcare or babysitting allowances.
 - Cost of care arrangements for an elderly or dependent relative.
 - 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 agreed annually at the first meeting in September and which does not exceed the specified rates for school personnel.
 - Travel and subsistence costs, payable at the current rates, confirmed at the first meeting of the school year in September, associated with attending national meetings or training events, unless these costs can be claimed from the local authority (LA) or any other source.
- Telephone charges, photocopying, stationery, postage etc.
- Any other justifiable allowances.

Governors intending to claim allowances should ensure prior approval has been obtained. Once prior approval has been received, governors wishing to make claims under these arrangements should complete a claims form (obtainable from the school office) (and see appendix A) attaching receipts where possible and return it to the school within two weeks of when the expenses were incurred.

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Claim forms will be submitted for approval to the chair of governors or chair of finance to be presented to the finance committee for final approval. All claims will be subjected to independent audit. Any claim that appears excessive or inconsistent will be investigated by the chair of governors (or chair of finance in respect of the chair of governors).

Monitoring and evaluation

This policy will be monitored throughout the year and evaluated annually by the finance committee before the first meeting in September to consider any changes that need to be made on the advice of auditors or to reflect decisions made on any excessive or inconsistent claims that may have arisen during the year.

Reviewing

This policy will be reviewed annually and in the light of any changes in regulations.

Our Lady of Peace Catholic Primary and Nursery School

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GOVERNOR PURCHASE REIMBURSEMENT FORM

TOTAL COST OF PURCHASE £.....

PURCHASED BY:

BUDGET AREA:

ITEM PURCHASED/REASON FOR PURCHASE:

PLEASE STAPLE RECEIPT
BELOW

SIGNED: _____(CLAIMANT)

DATE: _____

AUTHORISED BY: _____

BUDGET HOLDER/HEADTEACHER

DATE: _____

For Office Use:

Payment method: *cheque/cash*

Paid by: _____ Date: _____

APPENDIX 2

GOVERNORS' ALLOWANCES POLICY

Suitable for: all types of maintained schools

Status: statutory for all maintained schools

This policy should be read in conjunction with the DFE non-statutory guidance 'Paying allowances to school governors (from September 2003)' and in conjunction with the legislation 'The Education (Governors' Allowances) (England) Regulations 2003' SI 2003/523 for those to whom it applies.

Background

The 2003 regulations give governing bodies the discretion to pay allowances from the school's delegated budget to governors for certain expenses which they incur in carrying out their duties. The DFE also considers that governors should not be out-of-pocket when carrying out their duties.

Allowances may be paid to governors and associate members of the governing bodies by the governing bodies of maintained schools that have delegated budgets. The local authority (LA) may pay allowances to governors of a maintained school that does not have a delegated budget and to persons appointed to represent the LA at an independent school or non-maintained special school. Additional governors and interim executive board members appointed by the Education Secretary, in the case of a school requiring special measures, are paid expenses by the DFE. If a school has its delegated budget withdrawn, payments will be met by the LA where there is a scheme and payments may differ from those used previously by the school.

Permitted expenses might include:

- Child care or babysitting expenses.
- Care arrangements for an elderly or dependent relative.
- Telephone charges, photocopying, stationery etc.
- Travel and subsistence (that is, reimbursement for meals purchased that would not have otherwise been bought).

Academies must comply with their articles of association. The DFE model articles of association include the following text: *'a governor may at the discretion of the governors be reimbursed from the property of the academy trust for reasonable expenses properly incurred by him or her when acting on behalf of the academy trust, but excluding expenses in connection with foreign travel'*.

Individual governing bodies should make their own decisions, but care should be taken not to make payments which incur tax.

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Governors' expenses should be paid on provision of a receipt at a rate determined by the governing body, and must be limited to the amount shown on the receipt. Mileage reimbursements should be at or below authorised HMRC mileage allowances, never above. Attendance allowance and payments for loss of earnings may not be paid. Governor expenses are met from the school's delegated budget or from any other sources of income to the school, so long as anyone providing those funds is aware that they may be used for this purpose.

Governor allowances are subject to audit and schools and/or LAs will need to ensure that there are no abuses and that school resources are being used efficiently. Schools should therefore ensure that effective financial systems for authorising and processing payment are in place and policies include statements to avoid inappropriate claims.

All members of the governing body are allowed to vote on the nature and rates of allowances, irrespective of the rules on declaring direct and indirect financial interests. However, if an individual governor's claim is being considered or approved, that individual must withdraw from the meeting as he or she will have a financial interest in the outcome of the discussion. It would be good practice for schools to set criteria for paying claims to ensure that costs do not escalate and limit the need for claims to be approved individually.