



Governors' Allowances Policy

Last reviewed: July 2019 (JSh/JLa)

Next review: July 2022

1 Policy aims

We believe that the Governing Board plays a key role in the success and ongoing improvement of the school. Individual Governors should not be deterred from playing their full part because of incidental costs.

Ashlyns School believes that paying Governors' allowances ensures that no Governor or any person who is co-opted onto a Governing Board committee is out of pocket where the school has derived a benefit from a person making an outlay in order to perform their duties as a Governor. This policy also reaffirms the commitment of the Governing Board to ensuring equality of participation for all Governors.

2 Governor expenses

2.1 Expenses that Governors may claim

Governors are entitled to claim the following expenses, providing the expenses are incurred in carrying out their duties as a Governor of Ashlyns School and are deemed reasonable:

- childcare or babysitting 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)
- any extra costs incurred in performing duties either because of special needs or because English is not the first language
- the cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile, which does not exceed the specified rates for school personnel
- travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from any other source
- telephone charges, photocopying, stationery, postage etc
- any other justifiable allowances as agreed beforehand

2.2 Conditions

The Governing Board acknowledges that:

- Governors will not be paid attendance allowance
- Governors will not be reimbursed for loss of earnings
- Governors may not claim expenses for foreign travel
- Governors (and immediate relatives) will not receive payment for goods and services
- employees of the School can be appointed to the Board of Governors and receive their salary but no additional payment will be made
- Governors must withdraw from a meeting where their contractual arrangements, pay or performance are discussed

2.3 Procedure for claiming expenses

Governors wishing to make claims under these arrangements, should complete a claims form obtainable from the school office (see Appendix 1), attaching receipts, and return it to the school within two weeks of the date when the allowances were incurred. The form will be submitted for approval to the Chair of Governors. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

General expenses cannot be reimbursed without dated receipts.

3 Monitoring and evaluation

The Board of Governors will monitor and evaluate the impact and compliance of this policy every three years with reference to the attendance records of Governors at meetings and the total sums paid out.

Appendix 1

Governors' allowances claim form

Name:	Name of School:
Address:	Date:
Postcode:	Claim period:

I claim the total sum of £..... for Governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

Item	£	p
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		

Authorised by Chair of Governors.....

Date.....