



Roselands & Stafford
Federation

Governors' Allowances (Schemes for Paying) Policy

Document control:

Ratification			
Signed by	Name	Signature	Date
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Revision history			
Version	Revision Date	Revised By	Revision
1.1	05.07.17	Pauline Funnell	Model policy adapted as required
1.2	01.04.19	John Maxwell	Original revised to reflect organisational changes and consistent formatting
Date for next review:			
<ul style="list-style-type: none">• April 2021			

1 Introduction

- 1.1 This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.
- 1.2 The Roselands and Stafford Federation 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 allowable reflect this objective.
- 1.3 Any claim for expenses has to be met from the school's delegated budget. Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed Governors would not be liable for tax.

2 Allowable Expenses

- 2.1 From July 2013, all governors of Stafford and Roselands Federation will be entitled to claim the actual costs, which they incur as follows:
 - 2.1.1 Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of the schools, and are agreed by the Steering Committee that they are justified before any reimbursable costs are incurred.
 - 2.1.2 Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - Childcare or baby-sitting 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);
 - 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 of 24 pence per mile which does not exceed the specified rates for school personnel;
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.
- 2.2 The Governing Body of the Stafford and Roselands Federation acknowledges that:
 - Governors may not be paid attendance allowance;
 - Governors may not be reimbursed for loss of earnings.

3 Making a Claim

- 3.1 Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from either School Office), attaching receipts where possible, and return it to either school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of

Governors or Chair of the Strategic Organisation (SO) Committee to be presented to the SO Committee (which meets at least three times an academic year) for final approval.

- 3.2 Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of the Finance Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.