

SPALDING HIGH SCHOOL



GOVERNORS' ALLOWANCES POLICY

HEADMISTRESS: Mrs M K ANDERSON

CHAIR OF GOVERNORS: DR P GORTON

LINK GOVERNOR/CHAIR OF FINANCE & RESOURCES COMMITTEE: Mrs A TOAL

DATE AGREED: October 2018

REVIEW FREQUENCY: Bi-annual or as regulations change.

Executive Summary:

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Boards 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. All credit is given to the regulations in the creation and wording of this policy. This policy sets out those procedures for Spalding High School.

Chair of Governors

Date

Headmistress

Date

Section 1: Introduction

- 1.1 The Governing Body of a maintained school that has a delegated budget may determine to pay a member of that governing body or any associate member, payments by way of allowance as referred to in Section 2.
- 1.2 Spalding High School Governing Body believes that paying governors allowances, in the specific circumstances set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community. Governors give their time, experience and support, freely and should be reimbursed for certain costs incurred (and agreed) by the Board.

Section 2: Allowance claims

- 2.1 Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Spalding High School, as agreed by the Finance & Resources Committee that they are justified before any reimbursable costs are incurred.
- 2.2 Governors will be able to claim for travel expenses to meetings (not routine meetings at the School) at the same rate as claimed by Spalding High School staff (42p per mile) or public transport rates, and upon provision of a receipt.
- 2.3 Other expenses, for example,
 - 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);
 - Any other justifiable allowances as agreed by the Governing Body (Finance & Resources Committee).

Section 3: Making an expenses claim

- 3.1 Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk to the Governors), attaching receipts, and return it to the School within two weeks of the date when the allowances were incurred.
- 3.2 Claims will be submitted for approval by the Chair of Governors or Chair of Finance & Resources Committee to be presented to the Finance Committee for final approval.
- 3.3 Claims may be subject to independent audit.
- 3.4 Claims may be investigated by the Chair of Governors or Chair of Finance & Resources, (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.