



## GOVERNORS' ALLOWANCES POLICY

|   |                         |  |                   |
|---|-------------------------|--|-------------------|
| <b>Status</b>   | Statutory               | <b>Date first approved</b>                       | November 2008     |
| <b>Any other statutory names for this policy (where applicable)</b> |                         | <b>Date last reviewed</b>                        | 29 September 2021 |
| <b>Responsibility for this policy (job title)</b>                   | Bursar                  | <b>Frequency of review</b>                       | Annually          |
| <b>Governors' Committee with responsibility for its review</b>      | Resources Sub Committee | <b>To be put on the school website? (Yes/No)</b> | Yes               |
| <b>Approval necessary</b>   | Whole Governing Body    |  |                   |

### 1. Introduction

Governors give up their time in an unpaid role to support the effective management of the School. This activity should not leave them financially out of pocket. This policy therefore sets out the sorts of allowances that Governors may claim and any limits associated with those allowances.

### 2. Policy

**Salary.** The basic premise is that Governors are volunteers undertaking a civic duty. The School supports its employees by allowing them paid leave to fulfil civic duties and would expect other employers to also do this. Therefore, Governors may not claim for loss of earnings, either for themselves or their business/employer.

**Travel and Subsistence.** Governors may claim any reasonable travel <sup>1</sup>and subsistence costs at the same rates as members of the School staff for duties associated with their role. Governors may also claim travel between their home or place of work and the school to attend meetings or for other Governor duties.

**Dependent Care.** Where necessary, Governors may claim the cost of carers for dependents to enable them to attend Governing Body and Committee Meetings.

**Loss or Damage.** Governors are covered by the same insurance arrangements as staff. Other losses or damage incurred as a result of their duties will be dealt with on a case by case basis.

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<sup>1</sup> It is the Governors' responsibility to ensure that their motor insurance is adequate for any duties that they undertake as a Governor.

**Approval and Timescale.** Claims expected to be in excess of £50 should be approved in principle by the Bursar (by email) before any cost is incurred and all claims should be submitted within 30 days of the expenditure being incurred. Claims are submitted by email to the Bursar.

**Countersignature.** All claims by Governors will be countersigned by the Bursar who is responsible for checking the validity of the claim.