



Boroughbridge High School and King James's School Federation

POLICY STATEMENT

Governors' Allowances Policy

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|------------------------------------|---------------|
| Policy last reviewed (date) | February 2021 |
| Ratified by Governors (date) | February 2021 |
| Next policy review due (date) | February 2023 |
| Due for review by Governors (date) | February 2023 |
| Staff Lead | Headteacher |

Policy Objectives

This policy will support the school by supporting equality of opportunity and ensuring that being a governor is not discouraged by personal financial circumstances.

Significant revisions since the last review:

- Updated to a Federation policy.

1 POLICY STATEMENT

- 1.1 This policy statement has been developed in accordance with Regulation 28 of the Roles, Procedures and Allowances Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Governors for certain expenses that they incur in carrying out their duties.
- 1.2 The Federated Governing Body believes that paying Governors' allowances, in the 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.

2 PRINCIPLES

- 2.1 Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its Committees, undertaking Governor development and otherwise acting on behalf of the Governing Body.
- 2.2 Governors may not claim for actual or potential loss of earnings or income.
- 2.3 All Governors (and any Associate Members) are eligible to claim allowances in accordance with this scheme

3 ELIGIBLE EXPENSES

- 3.1 Categories of eligible expenditure are as follows:
 - Childcare or babysitting expenses, where these are not provided by a relative or partner;
 - Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
 - Telephone calls and postage;
 - Travel;
 - Subsistence.
- 3.2 Rates at which allowances are payable are as follows:
 - Care arrangements: Actual costs incurred up to a maximum of £7.50 per hour. In exceptional circumstances such other sum as may be agreed by the Chair of the Governing Body prior to any costs being incurred;
 - Telephone calls and postage (actual costs incurred);
 - The cost of car travel to meetings/training courses at the specified rate for school personnel;
 - For public transport, actual costs incurred. Where more than one class of fare is available, the rate shall be limited to second - class fares. For travel by taxi or private hire vehicle the cost per journey must not exceed the rate set by the relevant licensing authority;
 - Subsistence, payable at the specified rate for school personnel.

4 CRITERIA FOR CLAIMS

- 4.1 Governors should use the attached form to claim expenses.
- 4.2 All claims must be submitted to the Director of Business Services within one month of the expenditure being incurred (except for telephone calls).
- 4.3 Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
- 4.4 In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
- 4.5 The School's normal systems for authorising and processing payments will apply to claims made under this scheme.



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**BAFS Account
Payment Request**

| | |
|-------------------------|--|
| Payee | |
| Address | |
| OR Sort Code | |
| A/C No. | |

| Date | Details | Amount £ | p |
|------|---------|-------------|---|
| | | | |
| | | | |

| | |
|---------------|----------------------------|
| Order No.: | Claimants Signature: |
| Invoice No.: | |
| Payment Ref.: | Budget Holder's Signature: |

| Level 4 Script Code | Gross Amount (ie include VAT) | VAT Code | |
|------------------------|----------------------------------|-------------|---------------------------|
| | | | Invoice checked to order: |
| | | | Input by: |
| | | | |
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