



*Status: FINAL  
Approval Date: 3<sup>rd</sup> October 2017  
Review Period: Three Years  
Delegation: Resources Committee*

## **GOVERNORS' ALLOWANCE POLICY 2017 - 2020**

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Board of Directors 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. Ralph Sadleir School Board of Directors believes that paying governor 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.

**From 1st October 2013, all governors of Ralph Sadleir School Multi Academy Trust will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as Governor or representative of Ralph Sadleir School, and agreed by the Resources Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Resources Committee:
  - The cost of travel relating only to travel to meetings/training courses at a rate of 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;

The Board of Directors at Ralph Sadleir School acknowledges that:

- Governors may not be paid an attendance allowance;
- Governors may not be reimbursed for loss of earnings;
- Allowances for travel cannot exceed the Inland Revenue Authorised mileage rates.

They also acknowledge that the following expenses will not be eligible for reimbursement over the forthcoming year:


- 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 to school governors meetings and school visits;
- Telephone charges, photocopying, stationery, postage etc.;

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Business Manager), attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by Chair of Resources & Audit Committee to be presented to the Resources & Audit Committee (which meets at least once per term) for final approval.

Claims will be subject to independent audit and may be investigated by the Board of Directors (or Chair of Resources & Audit Committee in respect of the Board of Directors) if they appear excessive or inconsistent.

## **POLICY REVIEW**

This policy was reviewed and adopted by the Resources Committee.

<b>Governance</b>	<b>Chair Person / Headteacher</b>	<b>Signature</b>	<b>Date</b>
Resources Committee	Mr D Spong		11 <sup>th</sup> October 2017

Reviewable annually in October 2020