

# Governors' Allowance Policy 2019-20

Policy Updated: September 2019  
Future Review: September 2020



# Nurture ~ Believe ~ Discover ~ Achieve

## OUR CHRISTIAN VISION

Our vision for Woodstock CE Primary School reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. Guided by our Christian values, it is driven by our desire to offer the best possible education for our pupils in partnership with parents, the Church and the local community.

**Woodstock CE Primary School will be a centre for learning where adults and children:**

- ✓ **Nurture** and prioritise wellbeing and development.
- ✓ **Believe** in themselves and in each other.
- ✓ **Discover** their own strengths and become successful lifelong learners.
- ✓ **Achieve** more than they ever thought possible.

## OUR CHRISTIAN ETHOS

Recognising our historic foundation, we will preserve and develop our religious character in accordance with the principles of the Church of England and in partnership with the Churches at parish and diocesan level.

Woodstock CE Primary School strives to be an inclusive community where children grow, learn and achieve together. Within a nurturing, supportive and safe environment, mental health and wellbeing is at the heart of everything we do and recognised as the responsibility of all. Children's natural curiosity is fostered through a creative curriculum that excites and challenges, and enables them to be successful learners. Supported by a culture of equality and aspiration we aim to remove disadvantage so that every child can thrive.

We are committed to providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith, and promote Christian values through the experience we offer to all our pupils.

*"For I know the plans I have for you", declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29, v11*



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. Woodstock CE Primary School 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.

**All governors of Woodstock CE Primary School are entitled to claim the actual costs, which they incur as follows:**

- Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Woodstock CE Primary School, and are agreed by the F&P Committee that they are justified before any reimbursable costs are incurred.
- Governors will be able to claim for the following, on a case-by-case basis and with prior approval of the Finance & Personnel Committee:
  - Childcare or babysitting 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 in line with that agreed for all CC employees.
  - 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 LA or any other source.
  - Telephone charges, photocopying, stationery, postage etc.
  - Any other justifiable allowances.

**The Governing Body at Woodstock CE Primary School acknowledges that:**

- Governors will not be paid attendance allowance.
- Governors will not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), 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 the Chair of Governors or Chair of Finance & Personnel Committee to be presented to the F&P Committee for final approval.

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

This policy will be reviewed annually by the Finance & Personnel Committee.

**POLICY REVIEWED:** Autumn 2019

**FUTURE REVIEW:** Autumn 2020

<b>Governor Allowance Claim Form</b>	
Name:	Address
Date:	
Claim Period	
I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.	
Signed:	
	Amount Claimed
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	
This form should be submitted to the F&P Committee via the school office.	

## **DfES Regulations: Paying Allowances to School Governors (September 2003)**

### **Key Messages**

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LA may pay governor allowances.

The Education (Governors' Allowances) Regulations 2003 are available from The Stationery Office (ISBN 0-11-045135-X) or on the Stationery Office's website at:

<http://www.legislation.hmsso.gov.uk/si/si2003/20030523.htm>

Guidance on the regulations can be found on Governornet:

<http://www.governornet.co.uk/linkAttachments/GovernorAllowancesOct03.pdf>