

FEDERATION OF HEATHFIELD AND ST FRANCIS SPECIAL SCHOOLS

GOVERNORS' ALLOWANCES POLICY

Status

Statutory (*unless the governing body has elected not to pay expenses*).

Purpose

The governing body plays a key role in the leadership and management of the school. Governors' contribution is valued and they give their time voluntarily. Individual governors should not be deterred from playing their full part because of incidental costs.

Equality Impact

This is referenced to the school's General Duty on equality, and should help to ensure that financial constraints do not prevent eligible individuals from becoming governors.

Role and responsibilities of governors

The School Governance (Roles, Procedures and Allowances) (England) Regulations allow maintained schools to pay governors' expenses from the school's delegated budget.

The full governing body has agreed that the following expenses could be claimed by governors:

- childcare or babysitting allowances (other than done by a resident and responsible person at home address) at a rate of £10 per hour
- care arrangements for a dependent (as above) at a rate of £10 per hour
- support for governors with special educational needs (e.g. audio equipment)
- support for governors whose first language is not English (translations)
- telephone charges, photocopying, stationery and postage
- car travel at the current LA specified rate for school personnel
- other travel accompanied by relevant receipt or ticket.

Governors wishing to make claims under these arrangements, should complete a claims form attached (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. These will then be submitted for approval by the Chair of Governors.

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Arrangements for monitoring and evaluation

The governing body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at and to the total sum paid out.

Date agreed by full governing body: **July 2020**

Review: This policy will be reviewed annually

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GOVERNORS EXPENSES CLAIM FORM

Name:	
Address	Date:
Post Code	Claim Period:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

	£
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	
TOTAL EXPENSES CLAIMED	

Signed.....

Dated:

This form should be submitted to:

The Chair of Governors
c/o School Office