



## Governors Allowance

### Introduction

This policy implements the Education (Governors' Allowances) (England) Regulations 2003 (SI 2003/0523) which came into force on 1<sup>st</sup> September 2003, and The School Governance (Rules, Procedures and Allowances) (England) (Amendment) Regulations 2013 and also incorporates DfE Guidance Document Paying Allowances to School Governors (rev Oct 2003). These Regulations give Governing Bodies the discretion to pay allowances from their school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. The Lowbrook Academy Governing Body believes that paying governor's allowances is important to ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds.

### Scope

Historically individual governors of Lowbrook Academy have waived their option to claim expenses, however in line with recommended DfE good practice the Governing Body lay down the following guidelines which shall be applied should any governor choose to claim legitimate expenses at a future time:

- These guidelines shall apply to all categories of governors and for any duties carried out on behalf of the Governing Body including all forms of meetings, training courses and formal visits to schools.
- Formal associate members of the Governing Body are included in this scope.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.

### Normal eligible expenses shall include:

- Travel and subsistence i.e. reimbursement for meals purchased that would not have otherwise been bought. Travel mileage will be reimbursed at the HM Revenue & Customs advised rate for casual users.
- Telephone charges, photocopying, stationery etc.
- Child care or babysitting expenses, care arrangements for an elderly or dependent relative, excluding where the care is being provided by an existing or former partner, another family member or by a responsible person who normally lives in the family home.
- Cost of care arrangements for an elderly or dependant relative, excluding where the care is being provided by an existing or former partner.
- Any extra costs they may incur in performing their duties either because they have special needs or because English is not their first language.

### Additional Expenses

Claims for any other form of expense shall only be paid following authorisation from the Finance, Sites and Building Committee of the Governing Body.

### Rate of Payment

All other expenses shall only be made on provision of a valid receipt and be limited to the amount shown on the receipt.



**The Governing Body of Lowbrook Academy acknowledges that:**

### **Legal Exclusions**

In accordance with the 2003 regulations it is illegal for the following expenses to be paid to Governors:

- Attendance allowances – i.e. payment for attending meetings
- Payment for loss of earnings
- Payments of any other kind which would incur Income Tax.

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the school finance office) attaching receipts wherever possible and return to the school within two weeks of the date when expenditure was incurred. The School Business Manager has the right to refer any claim to the Chair of Governors for his/her authorisation. The Chair of Governors may request an audit of expenses claimed at any time.

Guidance on the regulations may be found on Governornet:

<http://www.governornet.co.uk/linkAttachments/GovernorAllowanceOct03.pdf>

Further guidance can be found at:

- The Education (Governors' Allowances) (England) Regulations 2003  
<http://www.legislation.hmsso.gov.uk/si/si2003/20030523.htm>
- DfES Guidance on Paying Allowances to School Governors  
<http://media.education.gov.uk/assets/files/pdf/g/paying%20allowances%20to%20governors%20%20%20october%202003.pdf>
- The School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013  
<http://www.legislation.gov.uk/ukxi/2013/2688/contents/made>
- The DfE 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 – Departmental Advice for School Leaders and Governing Bodies of Maintained Schools and Management Committees of PRUs in England', January 2014  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/270783/school\\_governance\\_regulations\\_2013\\_departmental\\_advice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf)

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The Governing Body approved this policy on date: **25<sup>th</sup> November 2016**

Signed:

Chair of Governors

Signed:

Executive Principal