



Holyhead

Teach What Matters

Governor Allowances Policy

Autumn 2020

Review Date:	Autumn 2020
To Be Reviewed:	Autumn 2022
Approved:	Governors' Finance and General Purposes Autumn 2020
Ratified	Full Governing Body 2nd December 2020
Reviewer:	H Sidhu

Governor Allowances Policy

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. Holyhead School Governing Body 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.

All Governors of Holyhead School will be entitled to claim the actual costs, which they occur 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 Holyhead School, and are agreed by the relevant chairperson 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 the prior approval of the Governing body:
- 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 relating only to travel to meetings/training courses at a rate which does not exceed the current specified rates for school personnel;
- Travel and subsistence costs, payable at the current rates specified by the Secretary for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Governing Body at Holyhead School acknowledges that:

- Governors may not be paid attendance allowance
- Governors may 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 one month of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance and General Purposes Committee (which meets at least once per half term) for final approval.

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

This policy will be reviewed every two years.

The Governing Body approved this policy on date: 2nd December 2020

Signed: _____ Chair of Governors

Signed: _____ Principal