



*The world in a school
learning together*

NORBURY SCHOOL GOVERNORS' ALLOWANCES POLICY



United Nations Convention on the Rights of the Child

CRC Article 2: The Convention applies to all children, whatever their race, religion or abilities; whatever they think or say, whatever type of family they come from.

CRC Article 28: All children have the right to a primary education, which should be free.

Headteacher's Signature: *Ms. L. Browning*

Chair of Governors' Signature: *Ms. W. Bennett*

Reviewing Committee: *Finance Committee*

Date reviewed: *25 April 2019*

Term of Review: *3 yearly*

Date of next review: *Summer 2022*

Introduction

This policy statement has been developed in accordance with the Education ([Governors' Allowances](#)) Regulations 2013. 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.

Aims of this Policy

Norbury 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.

Policy Statement

All governors of Norbury School 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 a Governor or representative of Norbury School, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following:
 - 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 Inland Revenue Authorised Mileage Rates (41pence per mile in March 2013);
 - Travel and subsistence costs, agreed by the Governing Body in advance, associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source;
 - Telephone charges, printing, photocopying, stationery, postage etc;
 - Any other justifiable expenses listed as "Other" on the Claims Form should be agreed with the Governing Body, preferably in advance.

The Norbury School Governing Body 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 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 expenses were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be

presented to the Finance 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 Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed every three years.

Appendix 1
Governor Allowances Claims Form

Norbury Primary School
 Welldon Crescent
 Harrow
 HA1 1QQ

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.....

	£
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 (if agreed with the Governing Body)	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (if agreed with the Governing Body). Please specify	
TOTAL EXPENSES CLAIMED	

This form should be submitted to: Chair of Governors and Chair of Finance, c/o the School Office

Note: Allowance for travel by car cannot exceed Inland Revenue's Authorised Mileage Rate

Appendix 2

DfES Regulations: Paying Allowances to School Governors

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 LEA may pay governor allowances.

The Education (Governors' Allowances) Regulations are available from:

http://www.legislation.gov.uk/uksi/2013/1624/pdfs/uksi_20131624_en.pdf

Guidance on the regulations can be found on the DfE website at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf