

GOVERNOR ALLOWANCES POLICY

Last reviewed: September 2015

Date for next review: September 2018



Ashton Hayes Primary School

Church Road, Ashton Hayes, Chester, Cheshire CH3 8AB



Ashton Hayes Primary School Governors Allowances Policy

1. Policy Statement

- 1.1 Governors may claim expenses for attendance on approved duties. The scheme will apply equally to all governors but it is open to any individual too choose whether or not to claim. The expenses that may be claimed are in three categories: travel, specific needs and miscellaneous.
- 1.2 The following are recommended as approved duties:
 - Properly convened full Governing Body meetings
 - Other duties designated by the governing body e.g. acting as a member of a panel approved by the governing body for long/short listing/interviewing candidates for a staff appointment.
 - Governors' formal visits to the school will not qualify
 - Casual visits to the school will not qualify

2. Policy Rationale

- 2.1 Is to ensure that a governor is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid allowances for any loss of earning.

Specific details of expenses

3. Travel Expenses

- 3.1 Travel expenses may be claimed where the distance between the governors home and the school is greater than 5 miles and does not exceed 15 miles
- 3.2 For journeys outside CWAC council area, payments will only be made for specific duties which have prior approval by the governing body
- 3.3 All payments are on the basis that the journey was undertaken and if governors share transport only the provider can claim
- 3.4 Governors may claim
 - Mileage allowance at CWAC agreed rate
 - The actual cost of public transport (including bus and train fares)
 - The cost of car parking

4. Specific Needs

- 4.1 Governors may claim an allowance relating to specific needs incurred on approved duties. These may include:
 - Taxi fares
 - Support for the cost of a signer
 - Audio equipment
 - Braille equipment
 - Translation documents

This policy should also be read in conjunction with the Equal Opportunities policy. Ashton Hayes Primary School welcomes it's duties under the Disability Discrimination Act 2002. The school and the governing body is committed to promoting disability equality.

5. Miscellaneous

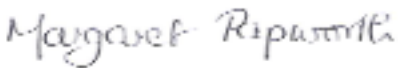
- 5.1 Telephone charges, photocopying, pointing and stationary may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body.
- 5.2 Governors must keep a written record or obtain a receipt, (where possible) relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

6. Claiming

- 6.1 To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.
- 6.2 Claims should be made to the Chair of Governors who will liaise with the school business manager.
- 6.3 The chair of governors is responsible for:
 - Verifying entitlement to the claim (i.e. that the claim relates to approved duties and that the claimant did attend)
 - Affirming that the claim seems reasonable
 - Maintaining a record of claims which helps the governing body to exercise budgetary control and meet any requirement to report information about expenditure on governors expenses

The chair of governors will be responsible for ensuring all governors are aware of the policy. New governors will be given the policy when joining the Governing Body.

Signed by:

Chair of Governors:  Date: September 2015

Headteacher:  Date: September 2015