



## Governor Allowances Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) (England) Regulations 2003 and The School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013.

School governors provide a voluntary service, and cannot be paid for their role as a governor. However, they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate to be determined by them.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on the HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should forward original receipts and details of the expense to the Clerk to Governors, who will present the claim to the Finance, Staffing and Buildings Committee for approval.

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

<i>Prepared by:</i> Business Manager	<i>Responsibility of:</i> Business Manager
<i>Agreement Date:</i> 2 March 2017	<i>Review Date:</i> February 2019

This Policy was prepared giving due regard to the disabilities and/or special education needs, age, race, religion or belief, sex/sexual orientation, gender/gender reassignment, marriage and civil partnership, pregnancy and maternity of the children and staff at Witton Middle School and its community.

