



Ysgol yr Holl Saint All Saints' School



Governors' Allowance Scheme for Payments

Equality Act Impact Assessment	YES	NO	
Last Review Date	March 2023		
Date to be reviewed by Senior Management Team	March 2026		
Date Adopted by Governing Body	14.03.2023		
Head Teacher - Mr Richard Hatwood			
Chair of Governors – Mrs Jane Tinniswood			



Introduction

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) Regulations, 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. We believe that paying governors' 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.

From September 2014, all governors of Ysgol yr Holl - All Saints' School will be entitled to claim actual costs, incurred 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 Ysgol yr Holl Saint - All Saints' School, and are agreed by the Governing body 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 Additional Learning Needs or because English/Welsh is not their first language;
- The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile which does not exceed the HMRC approved mileage rates for cars and vans;
- Travel and subsequent costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source;
- Any other justifiable, pre-approved allowances.

The Governing Body at Ysgol yr Holl Saint - All Saints' 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 (Appendix 1, obtainable from the School Office), attaching receipts, and return it to the School within two weeks of the date when the costs 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 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.

Evaluation & Review

This policy will be reviewed by the Senior Management Team and Governing Body and adopted by the Governing Body as per the schedule on the front page.

Appendix 1

Governor Expenses Claim form

Name:

Ysgol yr Holl Saint - All Saints' School

Address

Date:

Post Code Claim Period:

I claim the total sum of £ _____ for Governor's expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

£ _____ p _____

Please indicate below reason for claim:

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
Other (please specify)
OTHER EXPENSES CLAIMED
This form should be submitted to:-

C/O School Office
Finance Committee,
Ysgol yr Holl Saint - All Saints' School