



Governors' Allowances Policy

Applicable to:	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
Approval body:	Resources Committee	
Effective date:	June 2016	

Status:

Statutory policy or document	Yes
Review frequency	Governing body to determine
Approval by	Governing body to determine

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Version Control:

Revision Record of Published Versions			
Author	Creation Date	Version	Status
Business Manager (SH)	23 June 2016	1.0	Approved version for SVF
Changed by	Revision Date		

Review Date	
Frequency	Next Review Due
Every three years	June 2019

1 Scope

This policy applies to all governors and associate members appointed by the Seaton Valley Federation of Schools.

2 Purpose

The purpose of this policy is to provide access to financial support to governors who incur out-of-pocket expenses in their voluntary role. This aims to ensure there is equality of opportunity for all members of the community to serve as a governor and that there is a fair and transparent claim process.

3 Qualifying expenses

Payments can only be paid for expenditure incurred to enable the person to perform their governor duties, specifically attending full governing body or committee meetings, undertaking a monitoring visit, being a member of a staff interview panel or participating in governor training.

Governors are able to claim for the following expenses:

- Childcare or babysitting costs (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);
- Any extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Cost of travel to meetings/training courses by public transport or by car (which will be reimbursed at the same prevailing mileage rates that apply to employees);
- Travel and subsistence costs associated with attending national meetings or training events (which will be reimbursed at the same prevailing rates that apply to employees), unless these costs can be reclaimed from another source; and
- In exceptional cases, costs of photocopying, stationery, postage, telephone charges etc as in the first instance the schools' administrative services should be used by governors.

Governors cannot be paid to attend meetings or training nor can they claim for loss of earnings.

4 Claim process

All claims submitted must be supported by a valid receipt, ticket or VAT receipt for fuel in the case of mileage.

Governors are asked to submit any claims to the Clerk to the Governing Body within one month of their attendance at the qualifying event for authorisation by the Business Manager. Expenses will be reimbursed by BACS and governors will be asked to provide their bank details when they make their first claim.