

Esher Church of England High School

GOVERNORS' ALLOWANCES AND EXPENSES POLICY

Status:	APPROVED	
Date of Next Review:	Summer 2019	
Responsibility:	Provision	
Date of Approval:	Committee:	8 June 2016
	Full Governors:	15 June 2016
	ELT	13 July 2016 & March 2017

Rationale

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances (England) Regulation 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. The Trustees of Esher Learning Trust 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.

POLICY

Governors of all schools within the Esher Learning Trust 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.

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 special needs or because English is not their first language;
- Travel and subsistence costs, payable at the current rates for Esher Learning Trust staff; associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Any other justifiable allowances.

Governors will be able to claim for the following, up to £25 in any one school term, without the prior approval of the Governing Body

- The cost of travel relating only to travel to meetings/training courses at the current Esher Learning Trust staff rate;
- Telephone charges, photocopying, stationery, postage etc.

2. Trustees of Esher Learning Trust acknowledge 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 where appropriate, should complete a claims form (obtainable from the School finance office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Provision Committee; claims for amounts up to £25 can be authorised by the Bursar.

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