



Governors' Allowances Policy

Date approved: Sep 2017

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Responsibility: Finance Committee

**Approved by the Finance Committee: Thomas Kibling
(Chair)**

*subject to any relevant changes in legislation or other appropriate guidelines

Introduction

This policy implements the Education (Governors' Allowances) (England) Regulations 2003 (SI 2003/0523) which came into force on 1st September 2003, and incorporates DfE Guidance Document Paying Allowances to School Governors (rev Oct 2003). These Regulations give Governing Bodies the discretion to pay allowances from their school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. The London Fields School Governing Body believes that paying governor's allowances 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.

Scope

Historically individual governors of London Fields School have waived their option to claim expenses, however in line with recommended DfE good practice the Governing Body lay down the following guidelines which shall be applied should any governor choose to claim legitimate expenses at a future time:

- These guidelines shall apply to all categories of governors and for any duties carried out on behalf of the Governing Body including all forms of meetings, training courses and formal visits to the school.
- Formal associate members of the Governing Body are included in this scope.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.

Normal eligible expenses shall include:

- Travel and subsistence i.e. reimbursement for meals purchased that would not have otherwise been bought. Travel mileage will be reimbursed at the HM Revenue & Customs advised rate for casual users
- Telephone charges, photocopying, stationery etc.
- Child care or babysitting expenses, care arrangements for an elderly or dependent relative, excluding where the care is being provided by an existing or former partner, another family member or by a responsible person who normally lives in the family home.
- Cost of care arrangements for an elderly or dependant relative, excluding where the care is being provided by an existing or former partner
- Any extra costs they may incur in performing their duties either because they have special needs or because English is not their first language

Additional Expenses

Claims for any other form of expense shall only be paid following authorisation from the Finance Committee of the Governing Body.

Rate of Payment

All other expenses shall only be made on provision of a valid receipt and be limited to the amount shown on the receipt.

The Governing Body of London Fields School acknowledges that:

Legal Exclusions

In accordance with the 2003 regulations it is illegal for the following expenses to be paid to governors:

- Attendance allowances – i.e. payment for attending meetings
- Payment for loss of earnings
- Payments of any other kind which would incur Income Tax

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the school finance office) attaching receipts wherever possible and return to the school within two weeks of the date when expenditure was incurred. The Finance Officer has the right to refer any claim to the Chair of Governors for his/her authorisation. The Chair of Governors may request an audit of expenses claimed at any time.

Guidance on the regulations may be found on Governornet:

<http://www.governornet.co.uk/linkAttachments/GovernorAllowancesOct03.pdf>