



Allowance Policy for Governors

Governors' Allowance Policy

This policy has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. 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 Middlesex Learning Partnership Board of Directors 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.

Governors of Middlesex Learning Partnership will be entitled to claim the actual costs, which they incur as follows:

- Childcare or babysitting allowances (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;
- The cost of travel relating only to travel to meetings/training courses at a rate of 40 pence per mile which does not exceed the specified rates for school personnel;
- Any other justifiable allowances

The Local Governing Bodies at Middlesex Learning Partnership 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 (obtainable from the Clerk), attaching receipts and return it to the Clerk or Operations Director within one month of the date when the allowances were incurred.

The Operations Director will report back to the Operations Committee on the expenses claims.

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

Appendix 1

Model Claims Form

| | |
|-------------------|------------------------|
| Name: | Name of School: |
| Address: | Date: |
| Post Code: | Claim Period: |

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

Signed:.....

| | £ | p | p |
|---|---|---|---|
| Childcare/Babysitting expenses | | | |
| Support for governors with special needs | | | |
| Support for governors whose first language is not English | | | |
| Other (please specify) | | | |
| TOTAL EXPENSES CLAIMED | | | |

This form should be submitted to:

Operations Director
Middlesex Learning Partnership

Appendix 2

DCFS Regulations: Paying Allowances to School Governors (September 2003)

Key Messages

- Governing Bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LEA may pay governor allowances.

The Education (Governors' Allowances) Regulations 2003 are available from The Stationery Office (ISBN 0-11-045135-X) or on the Stationery Office's website at:

<http://www.legislation.hmso.gov.uk/si/si2003/20030523.htm>

Guidance on the regulations can be found on Governornet:

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