

St Thomas à Becket Church of England Federation

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ADOPTED 7 MARCH 2022

REVIEW JANUARY 2024

Governors' Allowances Policy

In our Church of England Federation, we take strength in collaboration, yet celebrate uniqueness. As schools, we may be small, but together we develop children ready to make their mark on the world. We welcome the child yet embrace the whole family. We celebrate our rural environment yet aspire to look beyond our boundaries. We strive for knowledge and gratefully accept opportunities that come our way. We all take a pride in our Federation as we follow in Jesus's example.

Our Christian ethos, vision and values underpin all we do.

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Scope and Applicability

This policy has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 part 6 (“the Regulations”) and the Governance Handbook. The Regulations give Governing Bodies the discretion to pay allowances, from Federation school’s annual budget allocation, to Governors for certain allowances which they incur in carrying out their duties. The Governing Body of St Thomas à Becket Church of England Federation (“the Federation”) believes 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 Federation funds. The specific items allowable reflect this objective.

This policy applies equally to all categories of Governor.

Types of Allowable Expenses

All Governors of the Federation will be entitled to claim the actual costs, which they incur 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 the Federation or one of the Federation’s schools, and are agreed by the Finance and Resources Committee 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 special needs or because English is not their first language;
- The cost of travel relating only to travel to meetings/training courses at the current rate per mile as specified for school personnel by East Sussex County Council;
- Subsistence costs, payable at the current rates specified by HMRC associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
- Telephone charges, photocopying, stationery, postage etc.;
- Any other justifiable allowances.

The Federation’s Governing Body acknowledges that (a) Governors may not be paid attendance allowance and (b) Governors may not be reimbursed for loss of earnings.

Making a Claim

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (attached as Appendix One),

attaching receipts where possible, and return it to the Bursar, 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 Finance and Resources Committee to be presented to the (Finance and Resources) Committee (which meets regularly) for final approval.

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

Review

This policy and the amounts payable will be reviewed every two years. The policy will be reviewed by the Federation's Headteachers and the Governing Body's Policies Working Party.

Appendix One - Governor Allowance Claim Form

Name of Governor

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

	£	p
Child care/Baby-sitting 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		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

Name:	Name of Federation:
Address	Claim Period:
	Date:

I certify that I have actually and necessarily incurred the expenses claimed for above and confirm that CASH/CHEQUE has been received.

Signature – Governor:	Date:
Signature – Chair of Governors/Finance and Resources Committee:	Date: