

Brookfield School
Governors Allowance Policy
March 2017

This policy statement has been developed in accordance with the Education (Governor's Allowances) (England) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances to governors for certain expenses which they incur in carrying out their duties. The Governing Body believes that paying governor's expenses, in specific categories, is important in ensuring that all members of the community have equality of opportunity to serve as governors, and is deemed as an appropriate use of the delegated budget.

All Governors will be entitled to claim the actual costs which they incur in attending meetings of the Governing Body, its committees or Camden Education Service governor training session as follows:

Care arrangements:

- Childcare or babysitting expenses, where these are not provided by a relative or partner.
- Cost of care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner.

Travel:

The cost of travel from their home or place of work (as appropriate) by the least expensive means possible. For this purpose, travel in a private car or by motorcycle will be allowable in addition to travel by public transport (maximum of 10 miles in connections with any one meeting) to cover petrol costs only.

Governors will also be able to claim, on case-by-case basis and with the prior approval of the Governing Body, costs which are incurred in performing their duties either because they have special needs, or because English is not their first language.

Allowance Rates

Rates at which allowances are paid are as follows:

Care Arrangement: Actual cost incurred, up to a maximum of £8.00 per hour.

Travel: For public transport, actual cost incurred at standard class fares.

For vehicle use, if public transport is not reasonable, in accordance with the Inland Revenue Authorised Mileage Rate, which is currently 40p per mile for car and 24p per mile for motorcycles.

The use of taxis is by prior agreement only, but if necessary, reimbursement will be for the actual cost incurred.

Governors wishing to make claims under these arrangements should complete a claims form. Receipts must be supplied to support claims for reimbursement. All claims should be submitted by the end of the term in which they were incurred.

Accountability

The total of all claims made under these arrangements will be reported to the Finance Committee at each meeting. All claims will be subject to investigation by the Chair of Governors if they appear excessive or inconsistent. The allowances of the Chair of Governors will be submitted for approval to the Chair of the Finance Committee. The total amount paid to Governors under this agreement will be reported to the parent body each school year in the Governors Newsletter published in the Summer Term.

Ratified: March 2017

Review: March 2020