



# **Governors' Allowance Policy**

**GOVERNORS' ALLOWANCE POLICY**

**Ludwick Nursery School**

**Policy Review**

This policy will be reviewed in full by the Governing Body bi-annually.

The policy was last reviewed and agreed by the Governing Body in

June 2020

It is due for review in June 2022

Signature: HR Ademan

Date: 30/6/2020

**Head Teacher**

Signature: [Signature]

Date: 30/6/20

**Chair of Governors**

## Purpose

We believe that the governing body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs.

The Education (Governors Allowances) Regulations 1999 allow maintained schools to extend their schemes for paying governors' expenses from the school's delegated budget. At the full governing body meeting held on 6<sup>th</sup> July 2020 it was agreed that the sum of £300.00 would be set aside for governors' expenses and could be claimed from June 2020 until June 2022 when the policy will be reviewed. There will be a limit on individual governor claims of up to £60 per governor per year. If any governor feels that they have a genuine need this should not stop them from applying to the governing body for support. This should be brought up in the normal way, by applying to the Chair before the meeting, and a note placed on the agenda one week before the meeting. This application may need to be discussed in the confidential section of the meeting. These funds will be set aside to be specifically used as follows;

- car travel at **0.45** pence per mile
- other travel with production of receipts
- governors training which is over and above the normal training package that Ludwick Nursery School purchase through Hertfordshire Services e.g. Cluster training, Safer Recruitment, etc.
- *Other reasonable expenses agreed in advance by the Headteacher, the Chair and Vice Chair; or at a meeting of the Full Governing Body. These expenses may include the following;*
  - childcare or babysitting (other than done by a resident and responsible person at the home address) at a rate of £5 per hour
  - care arrangements for a dependent (as above) at a rate of £5 per hour
  - support for governors with special educational needs (e.g. audio equipment)
  - support for governors whose first language is not English (e.g. translations)
  - telephone charges, photocopying, stationery, etc.
  - contribution to meals up to £5 per person per day.
  - Mileage payment to governors not from our school, but supporting our school through panels or other.

Claims should be submitted to the clerk to the governors who will check and authorise claims for £10 or less to the Headteacher. Claims for more than £10 will be checked by the clerk and authorised for payment by the Headteacher and Chair of Governors.

All claims must be accounted by completing the form Appendix One and any relevant receipts.

**Relationship to other policies**

This policy is linked to the general role of governors and their link role, and any claims made against this policy should demonstrate that relevance. No-one should feel excluded from becoming a governor, or feel unable to function appropriately because of possible difficulties as listed above. This is linked to the schools equality policy and plan.

**Arrangements for monitoring and evaluation**

The governing body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.



Previous mileage (from 1<sup>st</sup> April)


Mileage to date

Other Expenses	£	p	Amount Payable	
			Number of miles (A)	
			Rate (B)	
			Payable	£      p
			Mileage (A x B)	
			Other expenses (C)	
Total (C)			Total Claimed	

Payee certification		Receipt where paid in cash	
		£	p
I certify that: <ul style="list-style-type: none"> <li>the expenses overleaf have been necessarily incurred by me on school business;</li> <li>the VAT receipts attached cover the period of the claim and the numbers of miles travelled; and</li> <li>I hold a valid Driving Licence.</li> </ul>		Received the sum of	
Signature of payee		Signature	
Print name		Print name	
Date		Date	

Payment approval, or for Imprest payments, authorisation		
Signature(s):	Name	
	Position	
	Department	
	Date	

- User Guidance Notes**
- ✓ Please ensure that this form is fully completed in block capitals
  - ✓ VAT receipts that cover the period of the claim and the numbers of miles travelled must be attached to this reimbursement claim
  - ✓ The form must be signed by the clerk, the Head, the Chair of Governors – where appropriate (over £25) two signatures are required.
  - ✓ All claims must have relevant receipts attached.
  - ✓ This form is attached to Ludwick Nursery School Policy for Governor Expenses.
  - ✓ If you have any comments or suggestions about the design or functionality of this form contact the Chair of Governors.
  - ✓ This form will be reviewed with the policy when required.