



Rudgwick Primary School

Governor Allowances Policy

Inspire - Believe - Achieve



Our Mission:

At Rudgwick Primary School, our mission is to provide a happy, fun, safe place, where kindness shines through and where:

- Excellent teaching and a wide range of experiences **inspires** a love for learning and a curious mind;
- Everyone is valued and respected and feel that they belong;
- Individual strengths and talents are nurtured and celebrated and children **believe** in themselves and, through strong friendships, each other;
- A growth mind set is encouraged, mistakes are seen as learning opportunities and confident, resilient learners grow;
- Children are successful learners who, through both independence and collaboration, can make progress and **achieve** to their full potential.

Review by: Full Governing Body

Approve by: Full Governing Body

Date of last review: March 2023

Target review frequency: 2 yearly

1. Aims

- 1.1 To pay allowances to governors in the specific categories as set out below ensuring that members of the community have equal of opportunity to serve as governors.

2. Responsibilities

- 2.1 The Staff, Finance, Health and Safety Committee shall from time to time and no less frequently than once per three years set allowances for governors.
- 2.2 Governors wishing to claim expenses shall agree this in advance with the Bursar, who shall be able to authorise payment up to £10. Amounts in excess of £10 shall require the authority of the Headteacher.
- 2.3 Governors shall claim expenses using the school form within one month of the expense. The Governor shall submit the signed form with evidence of the expenditure to the Bursar who shall issue payment or state reasons for non-payment within 28 days of the date of the form submission.
- 2.4 Disputes over allowances shall be referred first with the Headteacher by the governor concerned. If this does not produce an agreement to the satisfaction of the governor concerned, the matter will be referred to the Staff, Finance, Health and Safety Committee. Should this not result in an agreement satisfactory to the governor concerned, the matter will be further referred to the governing body, whose decision shall be final and binding.
- 2.5 Claim for governors' allowances may be subject to investigation by the Chair of Governors or the Chair of Staff, Finance, Health and Safety Committee at any time and may be subject to independent audit by the Local Authority or any other body with jurisdiction. Allowances found to be paid in error or wrongfully shall be repaid by the governor concerned immediately.

3.0 Allowances

- 3.1 From the date of the policy indicated below, all governors shall be entitled to claim the actual costs that they incur as a result of their duties as governors.
- 3.2 Governors will be able to claim, on a case by case basis, the

following expenses (excluding payments to a current/former spouse or partner):

- 3.2.1 Childcare or baby sitting allowances
- 3.2.2 Cost of care arrangements for an elderly or dependent relative
- 3.2.3 The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
- 3.2.4 The cost of travel relating only to meetings or training courses at the rate specified by WSCC.
- 3.2.5 Travel and subsistence costs, payable at the current rates specified by the relevant Secretary of State associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source
- 3.2.6 Telephone charges, photocopying, stationery, postage etc.
- 3.2.7 Any other justifiable allowances

3.3 The following allowances are specifically forbidden:

- 3.3.1 Attendance allowances
- 3.3.2 Loss of earnings

This policy will be reviewed every five years by the Staff, Finance, Health and Safety Committee.

Policy Approved by Governors at the Staff, Finance, Health and Safety Committee Meeting held on

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Signed..... (Chair)

