



**Our visions and values:**

- Protecting children’s right to play learn and have a voice.
- Keeping parents involved in children’s development
- Governors and staff leading the way on quality
- Working partnership with health professionals and schools
- Being ethical, respectful and tolerant

## Governors’ Allowances policy

<b>Status</b>	Governing body can delegate approval to a committee of the governing body, an individual governor or the headteacher
<b>Review timetable</b>	annual
<b>Responsible governors</b>	Governing Body
<b>Last review date</b>	28.2.22
<b>Date of next review</b>	Autumn 2024
<b>The policy is available for staff at:</b>	School offices and shared drive
<b>And for parents/carers at:</b>	On request from School offices

### Policy audit

Version	Revision date	Revised by	Section revised
V1	October 2015	Hasina Rashid	Adaption for schools
V2 to 6	2016 to 2021	Hasina Rashid	No changes other than branding
V7	28.32.22	Hasina Rashid	No changes
V8	Spring 2023	Hasina Rashid	No changes

### Approval for Full Governing Body

Name	Signature	Role	Date

#### 1. In these schools:

This policy statement has been developed in accordance with the statutory regulations which came into force on September 1<sup>st</sup> 2013 and can be found in The School Governance (Roles, Procedures and Allowances) Regulations 2013. These regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties as governors.

Any claim for expenses has to be met from the schools’ delegated budget.

The Governing Body acknowledges that governors cannot be paid an attendance allowance or for loss of earnings. Providing that only actual expenditure is reimbursed Governors would not be liable for tax.

This policy applies equally to all categories of Governor.

Types of allowable expenses:

Claims for childcare or babysitting cost of a child-minder or babysitter may be made whilst the governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events. This excludes situations where the governor has a spouse, partner or other responsible adult who normally lives in the family home and can care for the child/children.

Appropriate proof of payment should be submitted.

Care arrangements for an elderly or dependent relative – costs may be claimed for situations similar to those for childcare.

Telephone charges, photocopying, stationary etc. – where a governor is unable to use the schools' facilities for any of these a claim may be made. Receipts must be kept where appropriate.

Travel and subsistence allowance may be claimed only in the event that a governor is travelling outside the London Borough of Waltham Forest on schools' business. Standard class rail travel will be reimbursed, when public transport is used. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Mileage claims will be reimbursed at the level of rates published by HM Revenue & Customs. Subsistence claims (meals up to value of £5.00 or car parking charges) for charges that would not otherwise have been incurred, will be reimbursed upon production of a receipt.

Any extra costs incurred by governors in carrying out their duties because they have special needs or because English is not their first language.

The governing body agrees to consider reimbursement of any other justifiable expenses that are not covered by the list above, including expenses incurred as a response to an emergency situation, whilst on schools' business.

## **2. Making a Claim:**

Governors should claim in arrears on a termly basis.

Claims should be submitted on the appropriate claim form and authorised by either the Chair of FPP or Head teacher and submitted to the Schools' Business manager for payment.

## **3. Review**

The policy and amounts payable will be reviewed annually in the autumn term.

---

end

---