

RODE AND NORTON ST PHILIP SCHOOL FEDERATION

GOVERNORS' ALLOWANCES POLICY

Date April 2023

Date of next review: April 2026

This policy statement has been developed in accordance with the [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#). These regulations give Governing Boards the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Rode and Norton St Philip School 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 school funds. The specific items allowable reflect this objective.

All governors of Rode and Norton St Philip School Federation will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Rode and Norton St Philip School Federation and are agreed by the Governing Board that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with 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 dependant relative (excluding payments to a current/former spouse or partner)
 - Any other justifiable allowances

The Governing Board at Rode and Norton St Philip School Federation acknowledge that:

- Governors may not be paid attendance allowance
- Governors may not be reimbursed for loss of earnings

Governors wishing to make a claim under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the school office), attaching receipts where possible, and return it to the school office within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair for the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed 3 yearly.

Caroline Whitehead, Chair of Governors

Governor Approval Date: April 2023

Next Review Date: April 2026