

# Governor Allowances Policy



## School Vision

At Chesswood Junior School we inspire our whole school community to enjoy their learning adventure and have fun along the way. We ignite a passion for learning throughout the school community, securing excellence, empathy and equality in all that we do.

## School Mission

We will strive to achieve the highest standards of academic achievement and behaviour within a vibrant, exciting learning environment so that all children leave this school with confidence and the ability to take advantage of future opportunities.

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## 1. RACI – Responsible, Accountable, Consulted, Informed

10 October 2022		Policy - RACI Report Bespoke	
<b>Governor Allowances</b>			
ID: L02	Area: School	Level: Governance	
Document Type: Policy		Basis: Statutory	
Background:			
<b>Authorisation</b>			
Approval Authority: Full Governing Body		Approval date: 12/09/2022	
Approval Guide: 1	Whole Governing Body approval and ratification required for the document. All governors expected to read, understand and approve, amend & approve as appropriate.		
<b>Life Span</b>			
Live date: 12/09/2022		Days: 365	
Term of Review:		End by: 12/09/2023	
<b>RACI - Responsibility, Accountability, Consultation, Informed</b>			
Accountable Governor:	Mike CARPENTER		
Responsible Governors:	Conceicao ROQUE, Darren Carroll, Elizabeth LIASSIDES, Mike CARPENTER		
Senior leader Accountability:	Andrew JOLLEY		
Leadership Accountability:	Darren Carroll		
Operational Leadership:	Conceicao ROQUE, Darren Carroll, Mike CARPENTER		
Consulted:	Governors		
Consultation Details:	Meeting Face to Face		
Informed:	Governors		
Informed Details:	Website		
<b>Storage and Communication</b>			
System Location:	\\Policies\Governors Allowances - Statutory		
Hard Copy Storage:	Head Teacher's Office		
School Web Path:	HOME > SCHOOL INFO > GOVERNING BODY > GOVERNOR GUIDANCE AND COMPETENCY		
<b>Web Publication</b>			
Web Site Location:	Website Requirement:	No	
<a href="https://www.chesswood.w-sussex.sch.uk/page/?title=Governor+Guidance+and+Competency&amp;pid=32&amp;action=saved">https://www.chesswood.w-sussex.sch.uk/page/?title=Governor+Guidance+and+Competency&amp;pid=32&amp;action=saved</a>			



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## 2. Policy Impact and Audit

10 October 2022

Policy - RACI Report Bespoke

### Equality Impact Assessment

Age Impact:	Limited	Age Impact Type:	Neutral
Disability Impact:	Moderate	Disab Impact Type:	Pos itive
Disadvantaged Impact:	High	Disadv Impact Type:	Pos itive
Faith Impact:	Limited	Faith Impact Type:	Neutral
Gender Impact:	Limited	Gender Impact Type:	Neutral
Marital Status Impact:	Limited	MSImpact Type:	Neutral
Maternity Impact:	Limited	Maternity Impact Type:	Neutral
Race Impact:	Limited	Race Impact Type:	Neutral
SEN Impact:	Limited	SEN Impact Type:	Neutral
Sexual Orientation Impact:	Limited	SO Impact Type:	Neutral

### Policy Audit

All governors are conscious of the process to make a claim and are able to action this using the online form available

Outcome: **Partly Compliant** Audited by: Audit Date: 10/10/2022

Inform and demonstrate how the online form can be completed

All governors are conscious of the governor allowances policy and are encouraged to claim for reasonable expenses in line with their voluntary work

Outcome: **Partly Compliant** Audited by: Andrew JOLLEY Audit Date: 10/10/2022

Confirm with individual governors



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## 3. Policy Links

This policy should be read in conjunction with the following school policies

Policy/Guidance/ Poster	<a href="#"><u>System Link</u></a>
	<a href="#"><u>School Website Link</u></a>


### Core

<b>Governor Allowances Policy</b>	<a href="#"><u>Y:\School Level\Policies\Governors Allowances - Statutory</u></a>
	NGA: <a href="https://www.nga.org.uk/Knowledge-Centre/Compliance/Policies-and-procedures/A-Governors-Expenses-(Allowances)-Scheme.aspx"><u>https://www.nga.org.uk/Knowledge-Centre/Compliance/Policies-and-procedures/A-Governors-Expenses-(Allowances)-Scheme.aspx</u></a> <a href="https://www.chesswood.w-sussex.sch.uk/page/?title=Governor+Allowances&amp;pid=1677&amp;action=saved"><u>https://www.chesswood.w-sussex.sch.uk/page/?title=Governor+Allowances&amp;pid=1677&amp;action=saved</u></a>
<b>Governor Code of Conduct</b>	<a href="#"><u>Y:\School Level\Policies\Governor Code of Conduct</u></a>
	<a href="https://www.chesswood.w-sussex.sch.uk/page/?title=Governor+Guidance+and+Competency&amp;pid=32"><u>https://www.chesswood.w-sussex.sch.uk/page/?title=Governor+Guidance+and+Competency&amp;pid=32</u></a>

### General

<b>Statutory policies for schools</b>	
	<a href="https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts"><u>https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts</u></a>
<b>Governor Handbook</b>	
	<a href="https://www.gov.uk/government/publications/governance-handbook"><u>https://www.gov.uk/government/publications/governance-handbook</u></a> <a href="https://www.chesswood.w-sussex.sch.uk/page/?title=Governor+Guidance+and+Competency&amp;pid=32"><u>https://www.chesswood.w-sussex.sch.uk/page/?title=Governor+Guidance+and+Competency&amp;pid=32</u></a>

## 4.



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## 5. Introduction

Governors give their time generously for the benefit of their school. It is recommended that each governing body adopt a clear policy for reimbursing governors' expenses, so that every governor has full access to attending meetings and training. On that basis, the governors of Chesswood Junior School promote the payment of expenses to ensure no governor is disadvantaged by their voluntary work on behalf of the school.

## 6. Allowances

**It is important that each governor secures agreement for the expenditure prior to the event from the Clerk to Governors. Claims made without pre authorisation may be refused but will be considered in exceptional circumstances.**

- Governors cannot claim attendance allowances or for loss of earnings.
- Governors may be reimbursed for expenses incurred whilst attending Governors' meetings, Training Courses and other meetings undertaken in the course of their duties including child care costs.
- Governors can only claim incurred cost (that is, the cost must have been incurred by the governors before it can be reimbursed).
- Governors should decide for themselves whether or not to claim.
- Governors should be able to claim without embarrassment.
- The policy to be reviewed annually by the Full Governing Body
- If clarification is required, governors shall refer to the DFE publication 'Guidance on Paying Governors' Allowances'. If this does not resolve issues, governors should raise any questions or issues with the Clerk or Chair of Governors for advice.

## 7. Categories of Expenditure

The governing body may reimburse three categories of expenditure:

### 7.1. *Travel Expenses*

- i. Public Transport – reimbursement of fare upon production of ticket
- ii. Car – Agreed West Sussex CC reimbursement rates will be used to pay agreed mileage claims
- iii. Motorbike– As per car.
- iv. Taxi – reimbursement of fare upon production of receipt. NOTE taxi should only be



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considered if the same journey cannot be made by public transport or to ensure the safety of a governor

### **7.2. *Child Care or Dependent Relative Care***

Child care or dependent relative care is payable subject to a maximum of £15 per family per session, and on production of a receipt (or signed proforma – see attached) to prove that expenditure has taken place.

### **7.3. *Clerical Expenses (stamps, envelopes, photocopying etc)***

Necessary clerical expenses are payable as required, but subject to proof of purchase (e.g. till receipt) and an expectation that most communication is now electronic and does not require a hard copy to be printed or posted. It is also expected that any governor requiring stationery will use that which is freely available from school stock.

### **7.4. *Other requests***

Any other reasonable request to be considered by the Full Governing Body prior to reimbursement, subject to the necessary proof of purchase. The FGB should be consulted before expenditure is incurred, via the Clerk.

## **8. Claiming**

In order to provide a clear audit trail, governors claiming allowances should complete the online form.



<https://forms.office.com/r/ndGLL9UPnW>

Web Page: <https://www.chesswood.w-sussex.sch.uk/page/?title=Governor+Allowances&pid=1677&action=saved>

HOME > SCHOOL INFO > GOVERNING BODY > GOVERNOR ALLOWANCES

Providing proof of attendance at the meeting or training course is not required, although registers may be checked (please ensure you sign in on arrival) prior to a claim being agreed. Evidence that expenditure has occurred e.g. receipt, will normally be required these may be uploaded to the online form or sent separately to [clerk@chesswood.w-sussex.sch.uk](mailto:clerk@chesswood.w-sussex.sch.uk) in



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exceptional circumstances.

## 9. School Finance

The Governing Body will agree an indicative budget at the beginning of the financial year.

The Headteacher commits the expenditure to the relevant budget, and the bursar keeps a record together with completed claim forms.

Governor expenses will be met from the school's delegated budget.