Governor Remuneration and Allowances Policy

Eastergate C.E. Primary School

Adopted by the Finance Committee on
19th March 2025
Review Date: March 2027

Rationale/Purpose

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. Eastergate C.E. School Governing Body does not encourage, discourage or require governors to claim allowances but recognises that being able to pay governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity for a person to serve as a governor and for this opportunity to be open to all members of the school and wider community.

It recognises that no one governor is alike and that they all bring their own unique skills and experience to the school, together with a differing set of personal circumstances, family, life or work; that requires reasonable consideration and adjustment, so that each governor is given an equal opportunity to participate and contribute to the school and in school life.

Guidelines

Allowances can be paid for:
- Attendance at Governing Body and Committee meetings;
- Attendance at approved Governor training courses, either at the School or elsewhere
- Visits to the School on Governing Body business;
- Attending meetings, conferences or residential trips away from the School, but on School or Governing Body business.

Travel

Travelling expenses can be paid for:
- The mileage allowance will be in accordance with the School's
- scheme for staff travelling expenses and should be for journeys that exceed 5 miles in a single trip or 10 miles return
- Staff governors are entitled to claim for any journeys that do not include their journey to or from their normal place of work
- Bus and/or standard class rail fares will be reimbursed on the basis of actual expenditure.

Subsistence

Subsistence expenses, in accordance with the normal School scheme, can be paid for attendance at meetings away from the School. Course fees will either be paid in advance or reimbursed.

Child care or babysitting expenses

Expenses can be paid where a Governor does not have a spouse, partner or other responsible adult immediately available to care for a child, or children, during a period when the Governor is attending a meeting of the Governing Body or one of its Committees, visiting the School in his/her role as a Governor, undertaking Governor

training or otherwise representing the School or Governing Body in any of the activities identified above in relation to 'Travel'.

There is no expectation that a Governor's spouse, partner or other responsible adult, who is normally working or absent at the time of this child care requirement should be required to alter their hours of work or incur any financial loss in order to provide the child care needed.

Claims will be limited to reimbursing the actual cost paid to the child minder or babysitter, reimbursement will not be paid to a spouse, partner or other responsible adult who would normally be expected to take some part in caring for the child or relative.

Claims for childcare or baby-sitting costs will be subject to an appropriate rate and not more than £12.00 per hour, per child and will be paid on provision of a suitable receipt.

Care arrangements for an elderly or dependent relative

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the Governor would otherwise have provided during their period of absence.

Governors with a special need

Where the School or Governing Body is unable to provide the arrangements, facilities, or equipment required to enable a Governor with a special need to participate fully and meaningfully in all the activities of the Governing Body, then the expenses incurred by the Governor in making these arrangements will be reimbursed (for example, the cost of the provision of a signer, audiotapes, braille documents or the travelling and subsistence expenses for a person providing support).

Governors whose first language is not English

The translation of documents or provision of an interpreter may be met in circumstances similar to a Governor with a special need.

Telephone charges, postage, photocopying and stationary costs

Expenses may be reimbursed where the Governor is unable to use the facilities of the School in the performance of any work in his/her capacity as a Governor. Governors must keep a written record (and obtain a receipt, where possible). Claims will be limited to reimbursing the actual costs involved.

Remuneration

Governors will not be paid attendance allowances or be reimbursed for any loss of earnings directly incurred by them as individuals.

Procedure to Be Followed

Entitlement and intention to claim should be confirmed with the Clerk to the Governors prior to any expenses being incurred. Where there is an uncertainty over entitlement, this will be referred to the Chair of Governors or Chair of Finance & Premises. In exceptional circumstances the matter may be referred to a meeting of the Full Governing Body. Wherever possible the name of the claimant should not be disclosed.

Claims are to be submitted to the Clerk to the Governors using the standard forms available within the School. Claims must be accompanied by supporting documentation and/or receipts.

The Clerk will be responsible for:

- Verifying entitlement to claim.
- Forwarding claim to Chair of Governors or Chair of Finance & Premises for authorisation.

In order to minimise administration requirements, unless the sum exceeds £50, Governors are asked to claim termly, in arrears, and prior to the end of the financial year in question.