



St Bede's Catholic High School

## Governors Allowance Policy

*“I am the vine, you are the branches. Whoever remains in me, with me in him, bears fruit in plenty.” John, 15:5*

This policy document and the content contained therein remains the responsibility of the Headteacher, and Governing Body of the school. No amendments can be made without their express instruction and they remain the final arbiters in any matters relating to it.

Review date: September 2023

Next review date: September 2024

Reviewed by: Mrs J Munro

Approved by FGB:

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013: part 6, legislation.gov.uk. These regulations give Governing Bodies 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. St. Bede's High School's Governing Body 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.

**Governors of St. Bede's School 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 St. Bede's High School. An allocation of £500 will be set aside from the annual delegated budget to provide for these needs.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile, reducing to 25 pence per mile over 10,000 miles or at a rate which does not exceed the specified rates for Lancashire personnel;
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

**The Governing Body at St. Bede's High School acknowledges that:**

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

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk to the Governors), attaching receipts where possible. Such claims will be submitted for

approval to the Chair of Finance who will review them on a termly basis. Expenditure will be monitored by the Governors Finance committee.

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

**Date Reviewed: September 2023**

This policy will be reviewed annually