
	<p>The Brakenhale School</p> <p><i>High Expectations and Challenge for All</i></p>	
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Policy Title
Governors' Allowances

Date ratified by the FGB	June 2016	For review by:	June 2017
Staff Responsible	The Chair of the Governing Body	Implemented by	All governors

Links to other policies	Finance Policy
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Rationale
 This is a statutory document which outlines the regulations on governors claiming allowances for their work related to governance of the school

Reference to:
 The Education (Governors' Allowances) (England) Regulations 2003. This can be viewed online at <http://www.legislation.gov.uk/ukSI/2003/523/contents/made>

The Policy

The Brakenhale School Governing Body believes that paying governor 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. Governors may not, however, claim expenses for attendance at meetings or school activities.

We share the view expressed in The Education (Governors' Allowances) (England) Regulations 2003 that the vast majority of the funding available should directly benefit the students and agree that allowances will only be claimed if/when circumstances mean that it is essential.

Allowances:

From the date of appointment, all Governors of The Brakenhale 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 and are agreed by the Chair of Governors 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 the prior approval of the Chair 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;
 - 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, with the prior approval of the Chair of the Governing Body, national meetings or distant training events, unless these costs can be claimed from the LA or any other source.

For the avoidance of doubt the Governing Body acknowledges that:

- Governors will not be paid attendance allowance;
- Governors will not be reimbursed for loss of earnings.
- Governors will not be paid for the cost of travel for attending meetings or locally run training events.
- Governors will not be paid for telephone charges, photocopying, stationery, postage etc;
- Governors will not be paid for child or elderly care except as stated in 2 above.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a Claim Form (available from the Finance and Personnel Manager) attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair or Vice Chair of Governors.

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

MONITORING AND EVALUATION OF THIS POLICY

This Policy will be continuously monitored and evaluated annually, by the Finance and Personnel Manager and the governing body's Finance committee.