



BRENTFORD SCHOOL FOR GIRLS

GOVERNOR ALLOWANCES POLICY

<i>Rev</i>	<i>Date</i>	<i>Description</i>
5	October 2024	Next review due
4	November 2022	Reviewed
3	October 2019	Reviewed
2	October 2017	Reviewed
1	October 2015	Initial version

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Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

Legislation

The [Governance Handbook](#) (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles.

This policy complies with our funding agreement and articles of association.

Overview

Whilst the position of a Governor is a voluntary one, the Governors, acting reasonably have agreed that Governors should not be out of pocket for the valuable work they do. Governors will therefore be able to claim legitimate reasonable expenses such as those necessarily incurred for the purpose of enabling the individual to perform their duty as a Governor. Examples of eligible expenses necessarily incurred are, (but this is not an exhaustive list):

- Contribution towards child-care or babysitting expenses at minimum wage per hour (paid upon receipt)
- Contribution towards care arrangements for an elderly or dependant relative at minimum wage per hour (paid upon receipt)

- Extra costs incurred because they have a special need or English as a second language
- Travel, if possible to be undertaken by public transport but if this is not possible, car mileage to be paid at current rate set by HMRC as is reasonable from home/office to school then to onward destination.
- Reimbursement for meals and refreshments purchased for the Governor’s Annual Strategic Planning Conference and Governors meetings.

Any photocopying and clerical support will be provided by the clerk to the Governors or the school office.

Governors cannot claim attendance allowances for time spent related to each meeting, payment for attending meetings themselves, or for loss of earnings.

Governor allowances will continue to be paid from the school’s delegated budget, on receipt of a written claim from the Governor (with supporting receipts/tickets where relevant).

The Headteacher will authorise the payment of any claim under £50. Payments over £50 are to be ratified by the Chair of Governors or if it is the Chair claiming, by the Premises and Finance Committee before payment is made to the claiming Governor.

Monitoring Arrangements

This policy will be reviewed every two years by the Premises and Finance Committee and presented for ratification at a meeting of the full governing board.

Signed : Chair/Vice Chair of Governors

Adopted at the meeting of:

Date: 24/11/2022