



The Hatherley St James' Federation



Governors Allowances May 2023

This policy applies to both Hatherley Infant and
St James' CE Junior schools

We want to ensure your needs are met. If you would like this document
in any other format, please contact us:
admin@hatherley-inf.gloucs.sch.uk or
admin@st-james-jun.gloucs.sch.uk

Reviewed by:	Roger Slater
Agreed by FGB:	9 th May 2023
Review Cycle:	Every 3 years
Next Review:	May 2026

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give governing boards the discretion to pay allowances, from the School's annual budget allocation, to governors for certain costs which they incur in carrying out their duties. The Hatherley St James' Federation 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.

All governors of The Hatherley St James' Federation are entitled to claim the actual costs, which they incur in carrying out their duties, 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 The Hatherley St James' Federation and are agreed that they are justified before any reimbursable costs are incurred by any two of the following: Chair of Governors, Vice Chair and/or Executive Headteacher.

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.
- 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 Board of The Hatherley St James' Federation acknowledges that:

- 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, and return it to the Clerk within two weeks of the date when the allowances were incurred, when they will be submitted for final approval by any two of the following: Chair of Governors, Vice Chair and/or Executive Headteacher.

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

With approval from the Chair of Governors, or the Executive Headteacher, funds of less than £50.00 can be claimed from the School Fund Account for minor expenses e.g. as a thank-you to another school for internal advice.