

Meadow High School



Governors Allowances

Policy No. 16

Type of Policy: Statutory

Effective Date: 03/11/2003

Last Revised: March 2020

External Requirement for Review: None, 3 years

Policy Owner: Headteacher

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1. Reason for Policy The governing body of a maintained school which has a delegated budget may determine to pay a member of that governing body or any associate member payments by way of allowance. Such payments are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty.

2. Policy Statement

Generally, 1-2 paragraphs, the “Policy Statement” states the policy’s intent, when the policy applies, and any mandated actions or constraints. It doesn't describe procedures.

3. Scope

This policy applies to all Governors and Associate Governors.

4. Definitions

Allowance	An agreed payment, within the terms of this policy, for reimbursing Governors and Associates for expenses incurred to carry out their duties.
Governor	An elected member of the Governing Body.
Associate	An invited member of the Governing Body who doesn't have voting rights.

5. Procedures

5.1 Eligible payments	
Travel payments for private vehicles	Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate as published from time to time.
Childcare, babysitting or dependents care	Payments for childcare, babysitting or dependents care (other than where there is an existing or responsible person at the home address) will not exceed a rate of £10 per hour.
Specialist equipment	Where Governors with specific needs require equipment for accessibility (e.g. audio / visual), this will be assessed and appropriate equipment sourced.
Translation	Should Governors whose first language is not English require documents translated this would be facilitated by the school.
Stationary and sundry charges	Where Governors incur charges in the discharge of their duties

5.2 Making a claim	
£50 or less	Claims should be submitted to the Clerk to the Governors who will check and authorise.
£50 or more	Claims will be checked by the Clerk to the Governors and authorised for payment by the Head teacher.

6. Forms

Title	Link

7. Frequently Asked Questions

8. Responsibilities

List the groups or individuals who are responsible for aspects of the policy (e.g., school, faculty, employees etc.). Summarize the major responsibilities – the “what” not the “how” of the responsibility. Details of “how” should be in the procedures section.

Responsibilities	
Governors and Associates	are responsible for only making genuine claims.
The Clerk to Governors	will process claims.
The Headteacher	will authorise claims over £50.
The Schools Business Manager	will process claims and make timely payments.

9. Enforcement

Should any party make or support a false or excessive claim they would be subject to the Schools disciplinary Policy.

10. Related Information

List related policy documents and/or external documents that provide helpful, relevant information to the policy. Use of links is recommended, but appendices and other related documents can also be uploaded directly to the policy page, if necessary.

Resource	Link

11. Policy History

Revision Date	Author	Description
11/06/2019	Headteacher	Changed to new format, added definitions, procedures and responsibilities