



UNLOCKING YOUR  
CHILD'S POTENTIAL

## “Governor Allowances Policy”

Agreed by Governing Body: 03.03.15.



This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. 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.

The De Montfort School governing body believes that paying governor's 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 De Montfort 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 The De Montfort School, and are agreed by the Finance Committee beforehand.
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 baby-sitting 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 related only to travel to meetings/training courses at a rate of 30p per mile
  - Travel and substance 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
  - Telephone charges, photocopying, stationery, postage etc
  - Any other justifiable allowances agreed by the Finance Committee

The governing body at The De Montfort School acknowledges that:

- Governors may not be paid attendance allowances
- Governors may not be reimbursed for loss of earnings

Governors wishing to make claims under these arrangements, once prior approval has been sought, should submit receipts where possible to the Headteacher, within two weeks of the date when the allowances were incurred.



Governors may agree for all claims to be recorded on 'Governor Expenses claim Forms' to be submitted to the Headteacher for processing as a way of tracking and auditing expenditure.

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.

This policy will be reviewed annually.