

Governor Allowances

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Next Review	October 2029

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Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

"Getting it right for every pupil"

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK to schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

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1. 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
- Aims to ensure a fair and consistent approach to the payment of governors' allowances and the reimbursement of expenses incurred

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

2. Legislation and guidance

Boards in maintained schools with a delegated budget can pay allowances or expenses to board members, in accordance with a policy or scheme created by the school and approved by the governing board. This is set out in the governance guide for maintained schools.

The legislation on governors' allowances is set out in the The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

3. Eligible expenses

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a Governor or representative of Stone Bay School and have been agreed by the Finance Committee (or if no suitable meeting by the Chair of the Finance Committee) that they are justified before any reimbursable costs are incurred. Members of the governing board may claim reasonable costs for:

- **Childcare** or baby-sitting allowances (excluding payments to a current/former spouse or partner) up to a maximum of £20 per meeting.
- **Cost of care arrangements** for an elderly or dependent relative (excluding payments to a current/former spouse or partner) up to a maximum of £20 per meeting.
- **Extra costs reasonably incurred** because they:
    - Have a medical need or a disability and may need, for example, a signer or braille documentation. Note: wherever possible, governors/trustees should inform the board about any reasonable adjustments they may need, as soon as possible, so that the adjustments can be put in place where possible.
    - Speak English as an additional language and may need, for example, an interpreter or translated documentation.
- **Travel and subsistence costs:**
    - Car and motorbike mileage may be claimed for the purpose of attendance at meetings of the governing board or its committees or other agreed activities. Claims will be reimbursed at a rate not exceeding HM Revenue and Customs' approved mileage rate (see appendix 2).
    - Public transport, at a standard class rate, for the purpose of attendance at meetings of the governing board or its committees or other agreed activities.
    - Car parking or bike storage, for charges that otherwise would not have been incurred.
    - Meal/subsistence for meals that would not otherwise have been purchased, up to a maximum of £10.
- **Clerical expenses**, such as photocopying or stationery, where governors are unable to use the school facilities. Stationery such as paper, envelopes and other general stationery will be provided by the school with at least 2 days notice to the school office.
- **Telephone** charges on production of telephone invoice highlighting the calls made on behalf of the school
- **Postage** where possible all post should be sent from the school. Where this is not possible governors can claim for actual postage costs incurred.

- **Other justifiable allowances,** as agreed by the Finance Committee.

Claims will be paid in arrears on a case-by-case basis. A governor cannot approve their own claim.

4. Ineligible expenses

Governors/trustees may not:

- Be paid any attendance allowance.
- Be reimbursed for:
    - Any loss of earnings.
    - Travel or accommodation costs for spouses, partners or family members
    - Excessive costs – for example, on travel.
    - Telephone or other communication costs for business unrelated to carrying out their duties.
    - Costs of training or of training materials that are unrelated to their duties (including those relating to the governor's professional or academic interests).

5. Procedure for claiming expenses

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the Finance committee.

Allowances will only be paid on the provision of a receipt or e-receipt, and will be limited to the amount shown on the receipt.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk), attaching receipts where possible, and return it to the school within 2 weeks of the date when the allowances were incurred, where they will be submitted to the Chair of Governors or Chair of the Finance Committee for final approval.

When an expenses claim is approved, payment will be provided within 14 days of approval.

The chair of Governors may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit. If a claim is found to be excessive, unreasonable or false, the governor may be required to pay back such expenses.

6. Monitoring arrangements

This policy will be monitored and reviewed every 3 years by the governing board.

Appendix 1: governor/trustee claim form

Stone Bay School

Governor Claim Form



Name:

Address:

Claim period:

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

This form should be submitted to the clerk, along with any relevant receipts.

The form should be submitted within 2 weeks of the expenses being incurred.

Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website.

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	55p	25p
Motorcycles	24p	24p
Bikes	20p	20p