Governors’ Allowances Policy

Context
This Policy statement has been developed in accordance with the Education (Governors’ Allowances) Regulations 2003.

Purpose
The 2003 regulations give Governing Bodies the discretion to pay allowances from the school’s annual budget allocation to governors for certain expenses which they incur in carrying out their duties.

The Governing Body of Bingley Grammar School believes that monies allocated to the school should be used to provide and maintain staff (teaching and support), facilities and infrastructure for the education of its pupils. Governors give of their time to ensure that the school achieves the greatest possible value, in terms of pupil outcomes, for the money provided.

School Specific Schedule
Governors agree that as a general principal they will make no claim against the school for:

- attendance allowance
- loss of earnings
- childcare or babysitting allowances
- cost of care arrangements for an elderly or dependent relative
- any 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 to meetings/training courses which take place in the local area

Where financial hardship would prevent a Governor fully participating in the work of the Governing Body, an exception to these general principles will be considered by the school’s Business Manager in consultation with the Headteacher and Chair of Governors. Any such potential claims should be discussed before the event. The principle of “best value” for the school should be paramount and any claim should be proportionate to the benefit received by the school by allowing it. No claim should be for more than the extra cost incurred by a Governor in carrying out their authorised duties.

All governors at Bingley Grammar School are, however, entitled to claim the actual costs of:

- travelling to and from training courses outside the local area.
- travelling to and from other educational establishments outside the local area to represent the school
- accompanying a member of the school staff who may be representing the school or gathering information on behalf of the school or governors.
In this instance “actual costs” means payment at the same rate as school staff would be paid. “Local area” is defined as all the BD postcodes within West Yorkshire.

In order to save the schools postage costs, Governors have agreed to print documents received in electronic format from the school or Clerk to the Governors in advance of a scheduled meeting. Governors may claim reimbursement for such printing costs.

In this instance “reimbursement” means the actual cost of printer cartridges and paper used.

In the above cases claims should be made in the same format and under the same conditions as would be applied to members of the school staff. Claims should be submitted to the Business Manager who is authorised to make payment for valid claims. In the event that the Business Manager has any doubts over the validity of a claim, the Headteacher and Chair of Governors should be asked to adjudicate.

This policy has been evaluated for impact on workload and working hours and has been subject to an Equality Impact Assessment.

This policy is also available in the following formats: email, enlarged print version, VLE and other formats by arrangement.

**Policy Review**
The efficacy of this policy will be reviewed every two years by the Governing Body.

*Originator: DMn*
*Partner Governor: LAW*
*Scrutinised and Ratified by Full Governors*
*Date of Review: December 2019*
*Next review: December 2021*