

# Lansdowne Turney Federation

## Governors' Allowance Policy



**Adopted: December 2024**

**Review Date: December 2025**

# GOVERNORS' ALLOWANCE POLICY

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. 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. Turney School Governing Body 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.

From 1<sup>st</sup> April 2014, all members of the Governing Body 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 Turney School, and are agreed by the Steering Committee that they are justified before any reimbursable costs are incurred.
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 relating only to travel to meetings/training courses at a rate of 40 pence per mile for car users and 24 pence per mile for motorcycle users, which does not exceed the specified rates for school personnel;
  - Standard train fares will be reimbursed upon receipt of a valid ticket when applicable and after agreement by the Resources Committee and every effort should be made to obtain the cheapest possible ticket and book in advance.
  - 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 LEA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

The Governing Body of Turney School acknowledge 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 Personal Assistant) attaching receipts where possible, and return it to the Personal Assistant within two weeks of the date when the allowances were incurred. The claim will then be submitted for approval by the Chair of Governors or Chair of the Resources Committee to be presented to the Resources Committee (which meets at least once per half-term) for final approval.

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

|  |   |
|--|---|
| <b>Date agreed by governing body on</b><br>December 2024             | <b>Signature of Chair or Vice Chair</b><br>Sue Osborn |
| <b>Date agreed for review</b><br>December 2025                       | <b>Frequency of Review</b><br>Annual                  |
| <b>Responsibility for Review</b><br>Committee /Executive Headteacher |   |

# Lansdowne Turney Federation

## GOVERNORS' ALLOWANCE CLAIM FORM

|                  |                      |
|------------------|----------------------|
| <b>Name:</b>     | <b>Date:</b>         |
| <b>Address</b>   | <b>Claim Period:</b> |
| <b>Post Code</b> |                      |

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

Signed.....

| Details of Claim  | Total Claimed £ |
|---|-----------------|
| <b>Child care/Babysitting expenses</b>                            |                 |
| <b>Care arrangements for an elderly or dependent relative</b>     |                 |
| <b>Support for governors with special needs</b>                   |                 |
| <b>Support for governors whose first language is not English</b>  |                 |
| <b>Travel to meetings/training courses</b>                        |                 |
| <b>Travel/subsistence to national meetings or training events</b> |                 |
| <b>Telephone Charges</b>  |                 |
| <b>Postage</b>  |                 |
| <b>Photocopying</b>   |                 |
| <b>Stationery</b>   |                 |
| <b>Other (please specify)</b>                                     |                 |
| <b>TOTAL EXPENSES CLAIMED</b>                                     |                 |

This form should be submitted to:

**Nicola Smith**

**Turney School  
Turney Road  
West Dulwich  
London SE21 8LX**

**Lansdowne School  
49 Combermere Road  
Stockwell  
London SW9 9QD**

## **DfES Regulations: Paying Allowances to School Governors (September 2003)**

### **Key Messages**

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LEA may pay governor allowances.

The Education (Governors' Allowances) Regulations 2003 are available from The Stationery Office (ISBN 0-11-045135-X) or on the Stationery Office's website at:

<http://www.legislation.hms0.gov.uk/si/si2003/20030523.htm>

Guidance on the regulations can be found on Governor.net:

<http://www.governornet.co.uk/linkAttachments/GovernorAllowancesOct03.pdf>