



Date	Review Date	Coordinator	Nominated Governor
October 2018	October 2020	School Bursar	Chair of Governors

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Act 1996
- Local Government Act 2000
- Parent Governor Representatives (England) Regulations 2001
- Education Act 2002
- Education (Governors' Allowances) Regulations 2003
- Education Act 2005
- Government of Maintained Schools (Wales) Regulations 2005
- Education and Inspections Act 2006
- School Governance (Constitution) (England) Regulations 2007
- School Governance (Federations) (England) Regulations 2007
- School Governance (Parent Council) (England) Regulations 2007
- School Governance (Procedures) (England) (Amendment) Regulations 2007
- Equality Act 2010
- Education Act 2011
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014

The following documentation is also related to this policy:

- Governors' Handbook: For Governors in Maintained Schools, Academies and Free Schools (DfE)
- The Constitution of Governing Bodies of Maintained Schools: Statutory Guidance for Governing Bodies of Maintained Schools and Local Authorities in England (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We are aware that school governors provide a voluntary service and cannot be paid for their role as a governor. However, they can receive out of pocket expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor.

We ensure payments will only be paid to enable a governor to perform his/her role. Payments will not be paid to cover loss of earnings for attending meetings. All travel expenses will be paid at a rate not exceeding the current HM Revenue and Customs approved mileage rates.

We ensure that all other expenses will be paid on provision of a receipt and be limited to the amount shown on the receipt.

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We have agreed that the governors will be able to claim for the following expenses if they are incurred in carrying out their duties by submitting a claim form to the Bursar:

- Child care – free place in Leapfrog Club, please book in advance
- Support for governors with special needs
- Support for governors whose first language is not English
- Travel to governor training
- Travel and subsistence costs to national meeting / training events
- Postage – please bring into school for franking
- Photocopying – in school only
- Stationery – school stock only

We have appointed an independent auditor to undertake an annual audit of all claims. All claims will be monitored by the Bursar with frequent or excessive claims being referred to the Chair of Governors who will discuss the issue with the claimant.

We believe that paying governors' allowances is important in ensuring equality of opportunity for any member of the local community who wishes to serve as a school governor.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Aims**

- To make provision for the payment of allowances to governors and associate governors.
- To ensure that allowances must only cover the expenses incurred in a governor's performance of their duties.
- To ensure all claims are monitored by the Bursar.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

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- delegated powers and responsibilities to the Bursar to ensure all governors are aware of and comply with this policy;
- responsibility for ensuring that the Governing Body complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Allowances – specific categories**

With the approval of the Governing Body, governors may claim for the following:

- Childcare – provided by Leapfrog after school club which is on site.

Additional costs incurred because:

- they have special needs;
- English is not their first language.
- Travel costs (which must not exceed those permitted by the current HM Revenue and Customs approved mileage rates) to meetings (other than termly governors' and committee meetings held at the school) and training;

Other costs such as:

- Telephone charges relating to school business and governance;
- Photocopying to be done at school;
- Stationery to request items at the school office;
- Postage via the franking machine in the school office.

Governors will not be:

- paid attendance allowance;
- reimbursed for loss of earnings

### **Claims**

The following procedure must be adhered to when making a claim:

- Claims must be made on the appropriate claims form.
- All receipts must be attached to the form.
- All forms must be returned to the School within two weeks of the date when allowances were incurred.
- All claims will be submitted to the Finance Committee for approval.

### **Audit**

- All claims will be subject to an independent audit.
- Excessive claims will be investigated.

### **Training**

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We ensure all school governors have equal chances of training, career development and promotion.

Periodic training will be organised for all school governors so that they are kept up to date with new information and guide lines concerning equal opportunities.

#### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the Governors Handbook;
- the school website;
- Headteacher reports to the Governing Body;

#### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

#### **Monitoring the Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

#### **Linked Policies**

- Governance
- Governors in School
- Induction of New Governors
- Instrument of Government
- Register of Business Interests

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	