



THAMESVIEW SCHOOL

**Thong Lane, Gravesend,
Kent DA12 4LF**

**Payment of Governors'
Allowances Policy**

PAYMENT OF GOVERNORS' ALLOWANCES

Governors give significant amounts of time to their work and may, on occasions, be out of pocket, even if their employer is one that gives time off with pay for governor duties.

Recognising this, the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow maintained schools to pay legitimate expenses incurred by governors from the school's delegated budget. There is no legal obligation to pay such expenses; whether to or not is left to the discretion of each governing body.

Purpose

We believe that the governing body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow maintained schools to extend their schemes for paying governors' expenses from the school's delegated budget. At the full governing body meeting held on 20th November 2018 it was agreed that the following expenses could be claimed from November 2018.

Relationship to other policies

This is referenced to the school's Equality Policy.

All Governors of Thamesview School are entitled to claim the actual costs, on a case-by-case basis, with the prior approval of the Headteacher or Chair of Governors, in which they incur as follows:

- To attend Governors' Meetings, Committee Meetings and any other meeting, which as a Governor you are required to attend
- To attend monitoring visits
- To attend training or Governor Briefings provided by Governor Services
- To attend conferences other than those mentioned above (which have approval)
- Other justifiable allowances not mentioned above – as agreed by the Chair of Governors
- Casual visits to the School for School events do not qualify

Allowances payable to Governors in order to facilitate attendance – by prior agreement with the Headteacher or Chair of Governors

- Childcare, babysitting or care arrangements for a dependent (other than done by a resident and responsible person at the home address) at a rate of the statutory minimum wage per hour
- support for governors with special needs
- support for governors whose first language is not English (translations)
- telephone charges, photocopying, stationery, etc.
- travel rates: In accordance with Thamesview School reimbursement for payment of travel expenses for public transport or car mileage.

Governors wishing to make claims under these arrangements, once prior approval has been sought from the Chair of Governors or Headteacher, should submit claims to the school's

Finance Office, attaching receipts where possible, within two weeks of the date when the allowances were incurred.

Reimbursement will be made within a reasonable time frame.

Arrangements for monitoring and evaluation

The governing body will monitor and evaluate the impact of the policy **annually** with reference to the attendance records of governors at meetings and to the total sum paid out.

Payment of Governors' Allowances Policy

This policy was agreed and adopted at a Governors' Meeting held on _____ (*date*)

Signed: _____ (Governor)

Signed: _____ (Headteacher)

The policy will be formally reviewed in _____ (*date*)