



BJS Federation of Schools

Governance Allowance Policy

Policy Adopted by Executive Headteacher on: Autumn 2021

Policy Due for Review on: Autumn 2022

Signed _____
Ms A. Parker, Executive Headteacher

Signed _____
Mrs F. Morris, Chair of Full Governing Board

1. Introduction

1.1 The Education (Governors' Allowances) Regulations 2003 enable governing boards to pay allowances to governors from the federation's annual budget allocation "in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty". BJS Federation of School's governing board believes that paying governors allowances, in specific categories as set out below, is important to ensure equality of participation for all members of the federation community to enable them to serve as governors. The specific items allowable reflect this objective.

1.2 All governors at the BJS Federation of Schools are entitled to claim the actual cost which they incur, with the prior approval of the governing board, as follows:

- Childcare or baby-sitting allowances to reimburse the actual cost paid to registered child minder or the cost of a babysitter. Payments to a current/former spouse or partner is not permissible.
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner).
- Extra costs governors incur in carrying out their duties because they have special needs or because English is not their first language.
- Cost of occasional additional training agreed in advance (normally training course fees will be directly invoiced to the federation)
- Cost of travel to meetings and training, other than termly full governing board and committee meetings held at the schools.
- Travel and subsistence costs, payable at the current rates specified by the Department for Education related to attending national meetings or training events, unless these costs can be claimed from the LEA or other source.
- Telephone charges relating to federation business, photocopying and printing costs, stationery, postage etc., where the governor is unable to use the facilities of the federation. A written record must be kept, or a receipt obtained. Claims will be limited to reimbursing the actual costs involved.

1.3 The Governing Board acknowledges that:

- Governors may not be paid attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.

2. Procedure:

1. Governors expecting to incur costs under these arrangements should obtain approval in advance from the Chair of Governors.
2. After expenses have been incurred, Governors should complete a claims form obtainable from the school offices, attaching receipts, and return it within 2 weeks.
3. After these have been checked by the Chair of Governors they will be submitted to the next meeting of the Finance, Resources and Personal Committee for final approval.
4. Claims will be submitted to independent audit and may be investigated by the Chair if they appear excessive or inconsistent.