

# Endon Hall Primary School

'Learning Together and having fun'



## Governor Allowance Policy

**Policy in place:** July 2014

**Review date:** July 2017

### **Introduction**

We are aware that the Education (Governors' Allowances) Regulations 2003 gives 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.

We believe that paying governors' allowances is important in ensuring equality of opportunity to serve as governors for all members of the community.

We understand that allowances will only cover the expenses incurred in the performance of a governor's duties. We will ensure that any travel costs will not exceed the Inland Revenue Authorised Mileage Rate guidelines.

We as a school community have a commitment to promote equality.

### **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 travel costs will not exceed the Inland Revenue Authorised Mileage Rate guidelines.
- To work with other schools 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:

- will inform all new governors of this policy;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- 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 ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

## **Role of the Headteacher and Senior Leadership Team**

The Headteacher will:

- ensure all school personnel and parents are aware of and comply with this policy;
- work closely with the governors;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

## **Allowances – specific categories**

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

Childcare or babysitting allowances (excluding payments to a current or former spouse or partner);

Cost of care arrangements for an elderly or dependent relative (excluding payments to a current or former spouse or partner);

Additional costs incurred because:

- they have special needs;
- English is not their first language.

Travel costs (which must not exceed those permitted by the Inland Revenue Authorised Mileage Rate) 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;
- Stationery;
- Postage etc.

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

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website

- meetings with school governors
- meetings with school personnel

## Training

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

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

## 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 individual and it helps to promote equality at this school.

## Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and governors in order to ascertain its effectiveness.

<b>Headteacher:</b>	Miss V Lewis	<b>Date:</b>	July 2014
<b>Chair of Governing Body:</b>	Mrs H Sullivan	<b>Date:</b>	July 2014

