



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life

Policy No.: 13

Policy: Governor's Allowance

Review Date: June 2017

Policy Name: Governor's Allowance

Nominated Lead Member of Staff: Chair of Governing Body

Review Cycle: 2 Years

Authorisation: Governing Body

Review Date: June 2017

Governors' Allowances Policy

This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) Regulations 2013.

School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as a governor.

MMHS School Governing Body believes that paying governor 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.

Governors of MMHS will be entitled to claim the actual costs, which they incur:

1. Payments can only be made for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Expenses claims (paid on provision of a receipt) will be presented to the Finance committee for approval.
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 babysitting allowances (excluding payments to a current/former spouse, partner or anyone who normally lives with you);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse, partner or anyone who normally lives with you);
 - 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 the current rate per mile which does not exceed the specified rates for school personnel;
 - 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.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Finance Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors to be presented to the Finance Committee for final approval. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

Linked Policies:
Freedom of Information
Governing Body Minutes