

Policy for Governor Allowances

This is a statutory policy.

Introduction

Governors may claim expenses for attendance on approved duties. The scheme will apply equally to all governors, but it is open to any individual to choose whether not to claim. The expenses that may be claimed are in the following categories: travel, subsistence, childcare, specific needs and other needs.

The following are recommended as approved duties:

- properly convened full Governing Body meetings
- properly convened Committee meetings of the Governing Body
- other duties designated by the Governing Body, e.g. acting as a member of a panel approved by the Governing Body for short listing/interviewing candidates for a staff appointment.
- governors' formal visits to the school will do/do not qualify.

Travel Expenses

- Travel expenses may be claimed where the distance between the governor's home and the school is greater than 10 miles and does not exceed 20 miles.
- For journeys outside Luton Borough Council's area, payments will only be made for specific duties which have prior approval by the Governing Body.
- All payments are on the basis that the journey was undertaken and if governors share transport, only the provider can claim.

Governors may claim:

- mileage allowance at Luton Borough Council's approved rate
- the actual cost of public transport (including bus and train fares)
- the cost of car parking
- Taxi fares

Childcare

- Governors may claim an allowance for childcare costs incurred on approved duties (see above). The allowance will be the actual expenses incurred or a maximum of the Real Living Wage per hour for each child (maximum 2 hours).
- The Governing Body will pay up to £200 per annum per child in this category of allowance.

Specific Needs

Governors may claim an allowance for costs relating to specific needs incurred on approved duties (see above).

These may include

- support for the cost of a signer/translator
- audio equipment
- Braille transcription

Costs and Payment will be at the discretion of the Governing Body.

Other Needs

Governors may claim an allowance for costs relating to other needs (for example where their first language is not English). These may include

- translation of documents

Costs and Payment will be at the discretion of the Governing Body.

Claiming

Claim forms are available from the School.

The claimant should complete and sign the form (Appendix 1) and pass it to the Clerk to the Governing Body.

The Clerk is responsible for:

- verifying entitlement to the claim (i.e. that the claim relates to approved duties and that the claimant did attend)
- affirming that the claim seems reasonable
- certifying the claim and forwarding it to the School Business Manager who will pass it to LBC for payment.
- maintaining a record of claims which helps the Governing Body to exercise budgetary control and meet any requirement to report information about expenditure on governors' expenses

Unless substantial sums are involved, governors should claim termly in arrears.

Arrangements for monitoring and evaluation

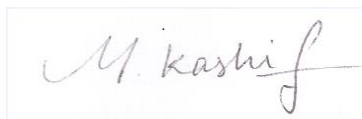
The Governing Body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.

Policy updated: March 2024

Staff responsible: Governing Body

This policy was ratified by the Governing Body on: 17th April 2024

Signed on behalf of the Governing Body:



(signature)

M. Kashif - Chair of Governors

(printed)

Governor Allowances Claim Form

Name	Date	Travel Expenses £	Childcare £	Specific/Other Needs £	Total claimed

Checked by: Clerk to Governors Date

Authorised for Payment by: Headteacher Date

Date Paid: Signed