



The Flourish Federation

GOVERNORS ALLOWANCE POLICY

Adopted	SEPTEMBER 2017	Review	SEPTEMBER 2020
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This policy has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give 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.

The Governing Body of the Flourish Federation believes that paying governors' 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.

All governors of The Flourish Federation entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of The Flourish Federation, and are agreed by the Governing Body that they are justified before any reimbursable costs are incurred.
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 baby-sitting allowances (excluding payments to a current/former spouse or partner);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - 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 a rate of 45 pence per mile which does not exceed the specified rates for federation 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 LA or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Governing Body of The Flourish Federation acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.



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Governors wishing to make claims under these arrangements will use the current claim forms available from the schools office's and attaching receipts where possible.

The form is returned to the Federation Business Director, within two weeks of the date when the allowances were incurred.

Claims will be monitored by the Chair of Governors to ensure they are not excessive or inconsistent.

This policy follows guidance provided in The Schools Governance (Rules, Procedures and Allowances) (England) Regulations 2013 and a full copy can be found:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf

Signed			
Executive Headteacher		Date	
Chair of Governors		Date	