 HOLYPORT COLLEGE	Governors' Allowance Policy	
	Effective Date: 09/03/23	Version No: v2.1


Title	Governors' Allowances Policy
Person responsible for policy formulation, implementation, maintenance and evaluation	Bursar
Persons consulted	GFC
Adopted by Governors on	5 th March 2015
Current Review	Nov 23
Date of future review	Nov 24

REVISION STATUS TABLE

Revision No	Effective Date	Summary of Revision	Reviewed		Approved/Noted	
			By	Date	By	Date
v1.0	05 Mar 2015	New Policy			FGB	05.03.2019
v2.0	23 Oct 2020	Periodic Review Add review period Inc mileage allowance to 45p			GFC	12.11.2020
V2.1	09.01.23	Review	SLT	09.01.23	GFC	09.03.23
V2.2	09.11.23	Review	GFC	09.11.23	GFC	09.11.23

POLICY DOCUMENT REVIEW

This Policy document is subject to a periodic review (annually) by Holyport College that is formally documented to ensure its continuing suitability, adequacy and effectiveness. Areas subject to review include, but are not limited to, follow-up action from previous reviews, policy conformity, review of complaints, status of corrective and preventive actions, and improvements for the forthcoming year. Holyport College reserves the right to amend this

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Policy by notice following such review in circumstances in which it considers such change to be necessary or appropriate. *Note: any revisions to be noted in internal Finance Manual.*

GOVERNORS' ALLOWANCES POLICY


This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the College's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Holyport College's Governing Body 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.

Governors will be able to claim the following allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Holyport College, and are agreed by the Governors' Finance Committee as justified before any reimbursable costs are incurred.

- Childcare or babysitting allowances, Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) where these are incurred due to attendance at a governing body or committee meeting and no alternative arrangements can be reasonably made;
- The extra costs incurred in performing duties either because of 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 school personnel, or public transport evidenced by receipt;
- 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 any other source;
- Any other justifiable allowances, e.g. postage where electronic communication not possible.

The Governing Body at Holyport College 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, once prior approval has been sought, should complete a claims form (obtainable from the Finance Office), attaching receipts, and return it to the Clerk to the Governors within two weeks, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Governors' Finance Committee for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or the Vice-Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.