



## Payment of Governors' Allowances Policy

Adopted by Governors:	12 December 2013	(Date of Meeting)
Committee Link:	N/A	(Chair)
Review Timetable:	3 years	
Renewal Date:	December 2016	

### Purpose

The Governing body of Millthorpe School believes that Governors play a key role in the success of the school. We are committed to ensuring that individual Governors are not deterred from playing their full part because of incidental costs.

### What may be claimed

The Education (Governors' Allowances, England) Regulations 2003 makes provision for allowances to be paid to Governors and associate members of Governing bodies, by the Governing bodies of maintained schools which have delegated budgets. The Governors of Millthorpe School have agreed that the following expenses could be claimed.

- Support for Governors with specific needs to enable attendance at meetings (e.g. audio equipment, childcare, translations).
- Travel expenses incurred when attending Governors' meetings and authorised events.
- Subsistence (i.e. food and drink expenses necessarily incurred when attending Governors' meetings and authorised events).
- The cost of any training or other events authorised by the relevant Committee of the Governing Body.
- Other items to be agreed in advance at the discretion of the Full Governing Body.

Car travel will be paid by the school at the City of York Council training mileage rate, which is currently 13.6p per mile. A VAT receipt will be required to support claims of this nature. Where other transport is used, the cheapest and/or most efficient means of transport should be considered and receipts must be provided. Claims for subsistence will be paid up to a reasonable amount for the circumstances. A receipt is required.

### Procedure for claims

Governors must submit claims to the Headteacher's PA, who will check and authorise individual claims amounting to less than £30.

Claims over £30 will be checked by the Headteacher's PA and authorised for payment by the Headteacher.

### Relationship to other policies

This policy supports the school's commitment to Equalities expressed in its Single Equality Policy.

### Arrangements for monitoring and evaluation

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