

Rowland Hill Nursery School and Children's Centre

Governor Allowances Policy

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WHY DO WE NEED A POLICY ABOUT?

We believe that this policy put into practice will:

- Ensure equality of opportunity;

Rowland Hill Nursery School and Children's Centre 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.

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 school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

WHAT DO WE WANT FROM OUR POLICY?

All governors of Rowland Hill Nursery School and Children's Centre will be 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 Rowland Hill Nursery School and Children's Centre, and are agreed by the Resources committee 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 babysitting 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);
 - Any 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 52p pence per mile which does not exceed the specified rates for school personnel; (LBH rate is 52.2 per mile if you do less than 8000 miles per year)
- Travel and subsistence costs, payable at the current rates associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source; Train travel must be at standard fare costs and hotel allowance is £65 and meal and refreshments allowance is £10.00 per meal and reimbursement will not be made for alcoholic beverages.
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

HOW DO WE PUT THIS INTO PRACTICE?

The Governing Body at Rowland Hill Nursery School and Children's Centre acknowledges that:

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

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School 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 or Chair of Finance to be presented to the Resources Committee (which meets at least once per half-term) for final approval.

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

Sharing this policy with parents and staff and governors

The policy is contained within the Rowland Hill staff shared network, which all staff have access to. The policy will be discussed with new Governors as part of their induction

Evaluate and Review the Policy

The policy will be displayed in the foyer visible to parent/carers. Governors will have a copy of the policy. Staff, students and part-time staff are given the policy in their induction to the centre.

Ratification

This Policy was reviewed in

This policy was ratified by Governors in: (Name of Governor meeting)

.....

Date:.....

Signed by chair of Governors or Governor Representative:

Print Name:

Signed: Date: