

RIPPONDEN J&I SCHOOL

POLICY FOR PAYMENT OF GOVERNORS' ALLOWANCES

January 2024 – to be reviewed in January 2025

1. INTRODUCTORY STATEMENT

Legislation allows maintained schools to pay legitimate expenses incurred by school governors from the school's delegated budget.

The decision to pay expenses is left to the discretion of each school's governing body.

It is a statutory requirement for all schools to have a policy on payment of governors' allowances. Where the policy is not to pay, this needs to be stated and the decision recorded in the minutes of a full meeting of the governing body.

At Ripponden J&I School we believe that the governing body plays a vital role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs.

2. EXPENSES THAT CAN BE CLAIMED:

- Childcare or babysitting (other than done by a resident or responsible person at the home address)
- Care arrangements for a dependant (as above)
- Support for governors with special needs (e.g. audio equipment)
- Support for governors whose first language is not English (translations)
- Telephone charges, photocopying and postage
- Travel and subsistence (ie. Reimbursement for meals that would not have otherwise been bought)

This is not an exhaustive list but gives an indication of the expenses that may be incurred.

3. ADMINISTRATION OF CLAIMS

Claims should be submitted to the clerk to the governors who will check and authorise claims up to the value of £50. Claims for £50 or over will be checked by the clerk and authorised for payment by the chair of governors.

As in all financial matters strict controls and record keeping will apply.

4. MONITORING AND EVALUATION

The governing body will monitor and evaluate the impact of this policy annually, making reference to attendance records of governors at meetings and to claims and money paid out. A decision will then be made at the annual meeting dedicated to school budget matters.

This policy was reviewed in January 2024 and will be further reviewed in January 2025