



Nottingham Nursery School & Training Centre

Governor Allowances Policy

February 2018

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 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.

Nottingham Nursery School & Training Centre (NNSTC) Governing Body believes that enabling governors to claim for specific expenses is important in ensuring equality of opportunity to serve as a governor. Whilst governors consider it is an appropriate use of school funds, they recognised the importance of using the school budget to directly enhance the life chances of children. Each £100 spent on expenses was considered to equate to the cost of 15 books for children.

From 1st April 2017 all governors are entitled to claim the expenses, 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 NNSTC, and are either:
 - a. Related to attendance at formal governing body meetings or pre-agreed events
or
 - b. Have been agreed by the Finance Committee before any reimbursable costs are incurred. In emergency the Chair/Vice-Chair can give prior approval.
2. Governors will be able to claim for the following, on a case-by-case basis:
 - 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 the use of a car for traveling at a rate of 25 pence per mile;
 - Travel costs using public transport.
3. The Governing Body at NNSTC acknowledges that:
 - Governors may not be paid an attendance allowance;
 - Travel costs must be for travel specifically for reasons under point 1. Where the travel is part of a journey with multiple destinations, governors may only claim for the additional cost, not the full cost of the journey;
 - Governors may not be reimbursed for loss of earnings.
4. The budget set for the financial year for expenses is £150 per governor. This cannot be exceeded without the approval of the Finance Committee.

Governors wishing to make claims under these arrangements should complete a claim form, obtainable from the business manager, attach receipts, and return it to the school within 14 days.

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

Finance Committee to receive an annual report on expenses.

This policy will be reviewed every 3 years.