

The Blue Tangerine Federation

SPECIAL EDUCATIONAL NEEDS SCHOOLS

POLICIES, GUIDANCE AND PROCEDURES



The Blue Tangerine Federation Governors' Allowances (Schemes for Paying)

Date Last Reviewed: August 2021

Date Updated: August 2023

Date Governing Body Approved:

Staff Responsibility: Stephen Houlton-Allen

Date for Next Review: 1 September 2025

STATEMENT OF INTENT

At the Blue Tangerine Federation, we are dedicated to good practice and ensuring equality through school processes. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow governing bodies of maintained schools, who have a delegated budget, to decide whether they wish to pay expenses to governors and associate members of the governing body, in order to reimburse any expenses they have incurred when serving as a governor.

This policy has been created with the aim of ensuring all governors, and non-governors who are members of the governing body, receive reimbursements for any expenses where the federation has derived benefit from the individual serving their governing duty. The federation believes that including payment for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

This policy statement and the accompanying organisation and arrangements will be reviewed every two years.

Ian Dignum, Chair of Governors
The Blue Tangerine Federation

Stephen Houlton-Allen, Executive Head
The Blue Tangerine Federation

Date:

Date:

Paper copy signed and dated:

Paper copy signed and dated:

Changes since last version:

Section	Details of change
1. Legal Framework	1.2 DfE Governors Handbook date updated to 2020
2. Schools Governance	2.1 rewritten to reflect wording in Governance handbook
Appendix 1	Cheque no removed from form and replaced with bank details

1. Legal framework

1.1 This policy has due regard to the following legislation, including, but not limited to: The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended).

1.2 This policy also has due regard to the following guidance:

DfE Governors' Handbook 2020

School Governance (Roles, Procedures and Allowances)(England) Regulations 2013 (as amended)

2. School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)

2.1 Under these regulations the law allows governing bodies in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governing bodies and associate members appointed by the governing body. However, this should only take place where it is clearly in the best interests of the school or academy.

2.2 There are, however, restrictions on the circumstances under which governors can receive payments from the federation. Governors must not receive any reimbursement for loss of earnings due to attendance at meetings or a payment allowance for attendance.

2.3 The circumstances in which governors will receive payments must be agreed by the governing body in advance, and be authorised by submitting a claim form.

2.4 Any payments to governors must only be authorised if the governing body has deemed the circumstances beneficial to the school.

2.5 Any travel expenses must be returned at a rate not exceeding the HM Revenue and Customs approved mileage rates.

2.6 Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

3. What can governors claim expenses for?

3.1 Governors of The Blue Tangerine Federation will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the governing body:

Travel: - Claims for expenses may be made for travel between the governor's household and the school, at the level of mileage rates published by HM Revenue and Customs (45 pence per mile). The nature of the visit must be related to the work of the governing body, e.g. governors' meetings, training courses etc.

Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt. The costs of parking for business away from the school, where necessary, will be returned upon production of a valid receipt.

Childcare: - In cases where a governor does not have a spouse or family member to care for a child/children when the governor must attend meetings relating to the work of the governing body, expenses will be returned for the cost of childcare or a babysitter. Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the governor must be absent due to their governing duties.

Specific needs: - Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties. The circumstances in which governors can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription, etc.

Telephone charges, photocopying, stationery, etc. - Claims for reimbursements can be made where a governor is unable to use the school's facilities for any of the above. Allowances will be returned upon production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.

3.2 This list is not exhaustive and the school may decide to reimburse in other instances; however, this must be discussed by the governing body.

4. How are expenses claimed?

4.1 Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent.

4.2 Claims should be made using a claim form, and submitted to the Executive Headteacher.

4.3 Any claims will not be reimbursed unless authorised by the Executive Headteacher.

4.4 All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the Chair of Governors may ask for further details

4.5 Claims can be made using the Federations Expenses Form (**see Appendix 1**) which can be found on the staff area of the website.

The Blue Tangerine Federation Staff (and Governor) Reimbursement

Form (SR1)



Your Details		
Name	School:	
Date		
Details		
Amount Gross	£	
VAT	£	
Amount Net	£	
Supplier	Items	Receipt Total
Authorisation		
Authorised by Line Manager (or Chair of Governors)		Date
Authorised by Head of School		Date
Received by		Date
Bank Details		

Please hand to the Finance Department