



WROTHAM SCHOOL

Payment of Governors’ Allowances

Document Review

Governors approval Date:	7th December 2020
Committee Responsible:	Trust Board
Next Review Date:	December 2023

Equality Statement

Wrotham School promotes equality of opportunity. We are committed to take a positive stand to ensure all stakeholders have a right to equality of opportunity and achievement regardless of race and ethnicity, faith, belief and religion, disability and access, age, gender identification, sexual orientation, and marital status.

Equality of opportunity is related to all areas of the schools work and is a fundamental aspect of the ethos of the school.



Wrotham School

Payment of Governors’ Allowances

Governors play a key role in the leadership and management of schools. Governors give significant amounts of time to their work and may, on occasions, be out of pocket, even if their employer is one that gives time off with pay for a governor’s duties.

Recognising this, Regulation 18(1) of the Roles, Procedures and Allowances Regulations 2013 allows for Governing Bodies to set up a scheme for the payment of allowances (out of pocket expense) to members of the Governing Body and associate members from the school’s delegated budget.

Purpose

We believe that the governing body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs.

At the full governing body meeting held on 8th February 2007 it was agreed that the following expenses could be claimed from 1st January 2007

- Childcare or babysitting (other than done by a resident and responsible person at the home address) at a rate of £10.00 per hour.
- Care arrangements for a dependent (other than as above) at a rate of £10.00 per hour
- Support for governors with special education needs (e.g. audio equipment)
- Support for governors whose first language is not English (translations)
- Telephone charges, photocopying, stationery, etc.
- Travel Expenses to a training event or special meeting.

Claims should be submitted to the Clerk to the Governors who will check the claim and pass to the Headteacher for authorisation. Claims are to be submitted on the attached form with receipts.

Arrangements for Monitoring and evaluation

The governing body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.



Wrotham School Governing Body Claim for Expenses

Name of Governor

Purpose for which expense incurred

Date of expense

Claiming for:

Childcare

Care of Dependent

Support for Special Educational Needs

Language Translation

Telephone, photocopying, Stationery

Travel Expenses:

Rail Fare

Use of Private Car

Total Amount

Signature of claimant

Date

Signature of Clerk

Signature of Headteacher

All receipts must be attached.