



National
Autistic
Society



Vanguard
School

GOVERNORS ALLOWANCE POLICY

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1. Introduction

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.

The Vanguard School Governing Body holds to the principle 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.

2. Claims

All governors will be entitled to claim the actual costs necessarily incurred while discharging their governance responsibilities, 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, given that costs of greater than £100 are agreed by the Chair of Governors before any such reimbursable costs are incurred.
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 travel relating only to travel to meetings/training courses at a rate of 40 pence per mile which does not exceed the specified rates for school personnel
 - Travel and subsistence costs, payable at the current specified rates, associated with attending national meetings or training events, unless these costs can be claimed from any other source, accompanied by receipts e.g. train ticket
 - Telephone charges, photocopying, stationery, postage
 - Any other justifiable costs reasonably incurred as a result of governor duties

The Governing Body acknowledges that Governors may not be paid attendance allowance or for loss of earnings.

3. Procedure

Governors wishing to make claims under these arrangements, once prior approval has been sought if necessary, should complete a claims form (obtainable from the school office), attaching receipts where relevant, 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 a delegated person for final approval. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

4. Review

This policy will be reviewed bi annually by Executive Principal and Governors.