



**BROADWATER**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

Rectory Gardens  
Worthing  
West Sussex  
BN14 7TQ

**TEL** 01903 235389

**EMAIL** [office@broadwaterce.org](mailto:office@broadwaterce.org)

Headteacher: Mr A Morrissey

[www.broadwater.w-sussex.sch.uk](http://www.broadwater.w-sussex.sch.uk)

# Governors' Allowances (Expenses) Policy 2023-2024

## **Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)**

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

*The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22*

It is this fruit that, in partnership with parents, we will instil in the children of our school.

# Governors' Allowances (Expenses) Policy

## 2023-2024

### **Introduction:**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow for “payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty”. The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a committee of the governing board), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing board’s commitment to ensuring equality of participation for all governors.

**The governing board notes that governors cannot be paid attendance allowances or reimbursed for any loss of earnings.**

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

### **Child care or baby-sitting expenses**

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence in which that governor attends meetings of the governing board, its committees or is otherwise representing the school or governing board. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

### **Care arrangements for an elderly or dependent relative**

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

### **Governors with a special need**

Where the school or governing board does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question. Claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing support.

### **Governors whose first language is not English**

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with a special need.

### **Telephone charges, photocopying costs and stationery**

May be reimbursed where the governor is unable to use the facilities of the school in carrying out any duty on behalf of the governing board. Governors are entitled to one pack of A4 printing paper per academic year, obtained through the school, and may submit a claim, with accompanying receipt, for one printer cartridge per academic year. Governors must keep a written record or obtain a receipt (where possible) relating to any expenditure incurred. Claims will be limited to reimbursing the actual costs involved.

## **Travel and subsistence**

Where the distance between a governor's home and the school exceeds 3 miles then for attendance at Governors' meetings mileage may be claimed for the excess over 3 miles in each direction up to a maximum excess of 10 miles in each direction. The maximum claim would be 20 miles.

Actual mileage (or other travel costs) incurred may also be claimed for travelling to and from training courses and other meetings involving governors. Where this requires travel outside of the West Sussex Authority area then prior approval from the Chair of Governors should be sought. (Payments of expenses where these have been, or are already met by the LA or other board are excluded from this policy.)

### **Claiming**

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be made to the Clerk to the Governing board, and authorised by the Chair of Governors or Vice Chair of Governors.

Any claims for expenses must be processed correctly and records kept.

### **Review**

The policy should be reviewed annually and in the light of any changes in legislation.