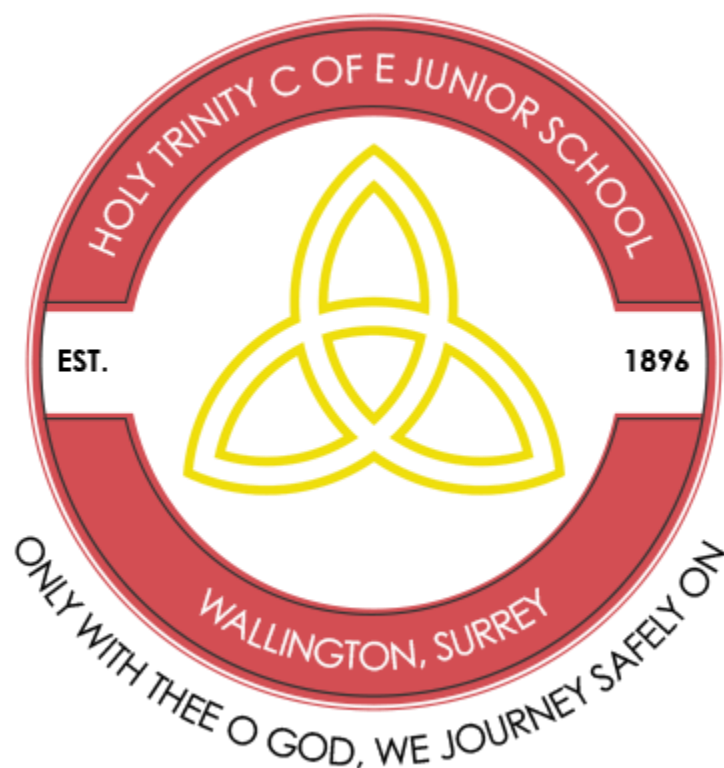


Holy Trinity Church of England Junior School



Policy for: Governors' Allowances
Written by: Mrs C Cookson
Date reviewed: Spring 2024
Review Date: Spring 2026

Motto	Only with Thee, O God, we journey safely on
Vision	Exemplary education for all, through God's amazing grace.
<u>4 year Vision target:</u>	By the end of July 2023: attainment and progress will remain above or within the national average; children will retain their knowledge securely; children will confidently articulate Christian values, children will be proactive learners and have aspirations for what they can achieve in life; children recognise how to behave towards one another in everyone's best interests; children will know how to be healthy, safe and enjoy life to the full!
<u>Values</u>	Learning, Dignity, Integrity, Confidence, Love
<u>Values statement</u>	Learning together, as we journey with God in Love, we act with Integrity, treat others with Dignity and grow in Confidence.
We Learn:	"Everything was created through Jesus and for him" Colossians 1.16. The sub values are: Curiosity, Wisdom, Teamwork, Hard Work and Failing Well
We Love:	"We love each other because he loved us first" 1 John 4.19. The sub values are: Community, being Non-judgmental, Forgiveness, Compassion and Kindness
We act with Integrity:	"People judge by outward appearance, but the Lord looks at the heart" 1 Samuel 16.7. The sub values are: Faithfulness, Generosity, Honesty, Trustworthiness, Self-Control and Responsibility
Each person has Dignity:	Each person has Dignity: "So God created human beings in his own image." Genesis 1.27. The sub values are: Equality, The Whole Person, Every Person, Tolerance and Advocacy
We have Confidence:	We have Confidence: "Blessed are those who trust in the Lord and have made the Lord their hope and confidence." Jeremiah 17:7. The sub values are: Wholeheartedness, Hopefulness, Joy, Humility and Resilience

Policy

Governors' Allowances Policy

Principles

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. Under Schedule 11 of the School Standards and Framework Act, only allowances in respect of purposes specified in the regulations may be paid to governors.

The School Governing Body believes 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.

Aims

All governors are entitled to claim the actual costs, which they incur as follows:

1. Governors are able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of the School, and it is agreed by the Chair of Finance and Premises Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - Childcare or baby sitting allowances (excluding payments to a current/former family member) in order to attend a meeting or training course;
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) in order to attend a meeting or training course;
 - 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 rates approved by the LB Sutton;

- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage etc provided that these were not able to have been provided by the school;
- Any other justifiable allowances.

The Governing Body acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Practice

Once prior approval has been given, Governors wishing to make claims under these arrangements should complete a Governor's claim form (Appendix A and also obtainable from the School Office), attaching receipts where possible, and return it to the School Business Manager within two weeks of the date when the allowances were incurred, when they will be authorised for approval by the Chair of Finance or the Chair of Governors.

Monitoring and evaluation

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

This policy will be reviewed every three years.

Date of review: Spring 2024

Date of next review: Spring 2027

APPENDIX A

HOLY TRINITY CE JUNIOR SCHOOL

GOVERNORS' CLAIM FORM

Name: _____

Claim: _____

Event: _____

Cost Incurred: _____
(please attach receipts)

I certify that this claim was incurred wholly on governing body business.

Signed: _____

Date: _____

I authorise this claim and instruct the School Business Manager to pay the claimant.

Signed: _____
(Chair of Finance/Chair of Governing Body)

Date: _____