



**Title: Governors/ Management Committee Members Allowance**

**Policy Coordinator: Bhavna Patel**

**Date Reviewed: 18<sup>th</sup> March 2024**

**Date Ratified: 18<sup>th</sup> March 2024**

**Status: Statutory**

**Delegation: Management Committee**

**Review Frequency: Annually**

**Policy Review Date: March 2025**

**Chair of Finance Committee: Seeta Mephani**  
**Head Teacher: PK Maselino**

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Act 1996
- Local Government Act 2000
- Parent Governor Representatives (England) Regulations 2001
- Education Act 2002
- Education (Governors' Allowances) Regulations 2003
- Education Act 2005
- Government of Maintained Schools (Wales) Regulations 2005
- Education and Inspections Act 2006
- School Governance (Constitution) (England) Regulations 2007
- School Governance (Federations) (England) Regulations 2007
- School Governance (Parent Council) (England) Regulations 2007
- School Governance (Procedures) (England) (Amendment) Regulations 2007
- Equality Act 2010
- Education Act 2011
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014

The following documentation is also related to this policy:

- Governors' Handbook: For Governors in Maintained Schools, Academies and Free Schools (DfE)
- The Constitution of Governing Bodies of Maintained Schools: Statutory Guidance for Governing Bodies of Maintained Schools and Local Authorities in England (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We are aware that school management Committee provide a voluntary service and cannot be paid for their role as MC members. However, they can receive out of pocket expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as MC members.

We ensure payments will only be paid to enable the MC member to perform his/her role. Payments will not be paid to cover loss of earnings for attending meetings. All travel expenses will be paid at a rate not exceeding the current HM Revenue and Customs approved mileage rates.

We ensure that all other expenses will be paid on provision of a receipt and be limited to the amount shown on the receipt.

We have agreed that the Management Committee will be able to claim for the following allowances if they are incurred in carrying out their duties by submitting a claim form to the School Business Manager on a termly basis:

- Child care / babysitting expenses
- Care arrangements for an elderly or dependent relative
- Support for management Committee with special needs
- Support for management Committee whose first language is not English
- Travel to meetings / governor training
- Travel and subsistence costs to national meeting / training events
- Telephone charges
- Postage
- Photocopying
- Stationery

We will appoint an independent auditor to undertake an annual audit of all claims. All claims will be monitored by the School Business Manager with frequent or excessive claims being referred to the Chair of Management Committee who will discuss the issue with the claimant.

We believe that paying Management Committee (MC) members allowances is important in ensuring equality of opportunity for any member of the local community who wishes to serve as a school MC member.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## Aims

- To make provision for the payment of allowances to Management Committee members.
- To ensure that allowances must only cover the expenses incurred in a MC member's performance of their duties.
- To ensure all claims are monitored by the School Business Manager.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## Responsibility for the Policy and Procedure

### Role of the Management Committee

The Management Committee has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities MC member to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link MC member to:
  - visit the school regularly;
  - work closely with the Headteacher;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Management Committee every term;
  - annually report to the Management Committee on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### Role of the Headteacher

The Headteacher will:

- working in conjunction with the Senior Leadership Team ensure all school personnel, pupils and parents are aware of and comply with this policy;
- authorise all submitted claims before reimbursement;
- ensure all claims are monitored by the School Business Manager with frequent or excessive claims being referred to the Chair of Management Committee who will discuss the issue with the claimant;
- ensure all records of Management Committee members claims are submitted for the annual audit;
- work closely with the link MC member;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with MC members;
- annually report to the Management Committee on the success and development of this policy.

### **Allowances – specific categories**

With the approval of the Management Committee, MC members may claim for the following:

- Childcare or babysitting allowances (excluding payments to a current or former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current or former spouse or partner).

Additional costs incurred because:

- they have special needs;
- English is not their first language.

Travel costs (which must not exceed those permitted by the current HM Revenue and Customs approved mileage rates) to meetings (other than termly governors' and committee meetings held at the school) and training;

Other costs such as:

- Telephone charges relating to school business and governance;
- Photocopying;
- Stationery;
- Postage etc.

Governors will not be:

- paid attendance allowance;
- reimbursed for loss of earnings

### **Claims**

The following procedure must be adhered to when making a claim:

- Claims must be made on the appropriate claims form.
- All receipts must be attached to the form.
- All forms must be returned to the School within two weeks of the date when allowances were incurred.
- All claims will be submitted to the Finance Committee for approval.

### **Audit**

- All claims will subject to an independent audit.
- Excessive claims will be investigated.

### **Training**

We ensure all school MC members have equal chances of training, career development and promotion.

Periodic training will be organised for all school MC members so that they are kept up to date with new information and guide lines concerning equal opportunities.

Training will be provided by an accredited trainer that deals with:

- Governance
- Instrument of Government
- Governors' Allowances
- Register of Business Interests
- Induction of New Governors
- Equality
- Inclusion

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website;
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- school events;
- meetings with school personnel;
- communications with home such as newsletters and of end of half term reports;
- reports such annual report to parents and Headteacher reports to the Management Committee;

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

We believe that this policy is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Management Committee for further discussion and endorsement.

### **Linked Policies**

- Governance
- Governors' Allowances
- Governors in School
- Induction of New Governors
- Instrument of Government
- Register of Business Interest

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