



Nexus Education Schools Trust

Governors' Allowances Policy

Date: November 2019

Terminology

Nexus Education Schools Trust use the term 'Governor' in this document to reference volunteers who give their time freely and unremunerated. Members of our communities volunteer and are part of the Member's and Trust Boards and at each of the Trust schools as Local Committee Members.

Introduction

This policy statement has been drawn up in accordance with the Education (Governors' Allowances) regulations 2003. These regulations give Governing Bodies the discretion to pay allowances to governors for certain expenses incurred in carrying out their duties. Nexus Education Schools Trust is committed to ensuring that a wide range of viewpoints are represented on the Trust Board and Local Committee. All members of the voluntary groups are of equal value and each has a valuable and worthwhile contribution to make to the life of the School. Nobody should be precluded from undertaking the role of Governor due to excessive costs. The Governors' Allowance Policy supports this commitment.

Policy and Objectives:

- Governors may claim expenses for attendance on approved duties
- The scheme will apply equally to all governors, but it is open to any individual to choose whether or not to claim
- Governor's expenses will be paid from the school budget and appropriate records kept
- An annual budget will be set aside
- Governors should mitigate or minimise their expenses where possible

Allowable expenses:

Governors may claim the true cost of expenses against receipts to a maximum of £30 per claim for the following when solely travelling/attending on Governing Body business:

- childcare to attend meetings when no other arrangements are possible
- costs of care for elderly or dependant relatives where no other arrangements are possible
- support for governors with special needs
- support for governors whose first language is not English
- mileage at the prevailing Local Authority rate for casual users
- public transport at the current oyster card rate
- postage, stationery and printing

Governors may not be paid an attendance allowance nor may they claim for any loss of earnings.

Claims:

Governors wishing to make claims under these arrangements should complete a claims form obtainable from the School Office or NEST Central Office, attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred. Claims will then be submitted for authorisation by the Chair of Local Committees, the Chair of Trustees and the Headteacher.

Once authorised, claims will be passed to the Finance Officer for payment. NEST Central Office will request information annually

Governors are reminded that all expenses are subject to internal and external audit.

Records of claims will be kept to enable the Trust to exercise budgetary control and to meet any requirement to report on expenditure on governors' expenses.



Governors' Allowances

Claims Form

Name:	Name of School:
Address	Date:
Post Code	Claim Period:

I claim the total sum of £..... for governor expenses as detailed below.
I have attached relevant receipts to support my claim.

Signed Date

	£	p
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		