



"Unlocking potential through learning"

Governors' Allowances Policy

**The New Horizons
Learning Centre**

Date Ratified: November 2021
Review Date: November 2023

Signed by: Donna Portingale

Position: Chair of Governors

THE NEW HORIZONS LEARNING CENTRE

POLICY FOR PAYMENT OF GOVERNORS' ALLOWANCES

This Policy 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 New Horizons Learning Centre 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.

All Governors of The New Horizons Learning Centre will be entitled to claim the actual costs, 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 or representative of The New Horizons Learning Centre and that it is agreed by the FGB 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:
 - The cost of travel relating only to travel to meetings/training courses at South Gloucestershire's Council Casual User rate.
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State, 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;

The Governing Body at The New Horizons Learning Centre acknowledges that:

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

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, 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 Chair of Finance to be presented to the FGB for final approval.

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

This policy will be reviewed every two years.