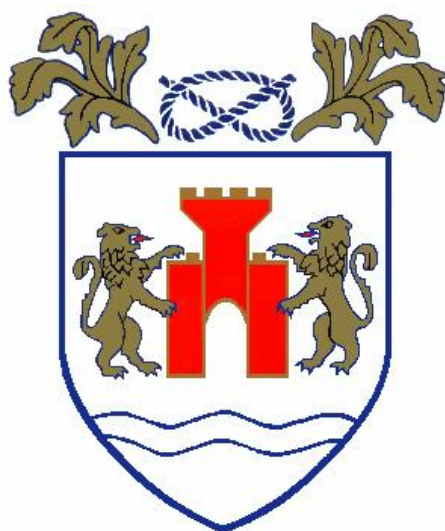


Wolstanton High School

A Shaw Education Trust Academy



Academy Council Allowances Policy

This policy statement has been developed in accordance with the Education (Governors'/Academy Council's Allowances) Regulations 2003. These regulations give Governing Bodies/Academy Councils 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. Wolstanton High School Academy Council believes that paying Academy Council members' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Council Members for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All Members of the Academy Council of Wolstanton High School will be entitled to claim the actual costs, which they incur as follows:

1. Academy Council Members will be able to claim allowances providing the allowances are incurred in carrying out their duties, as an Academy Council Member or representative of Wolstanton High School, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.
2. Academy Council Members will be able to claim for the following, on a case-by-case basis and with the prior approval of the Academy Council:
 - Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - 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 a rate of 24 pence per mile which does not exceed the specified rates for school personnel;
 - 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;
 - Any other justifiable allowances.

The Academy Council of Wolstanton High School acknowledges that:

- Academy Council Members may not be paid attendance allowance;
- Academy Council Members may not be reimbursed for loss of earnings.

Academy Council Members 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 the Academy Council or Chair of Resources Committee to be presented to the Resources Committee (which meets at least once per term) for final approval.

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

This policy will be reviewed annually.

Appendix I

Model Claims Form

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

I claim the total sum of £..... for Academy Council expenses as detailed below.

I have attached relevant receipts to support my claim.

Signed.....

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

This form should be submitted to: Mrs Ally Harvey, Director of Business and Finance, Wolstanton High School, Milehouse Lane, Wolstanton, Newcastle, ST5 9JU.

Appendix 2

DCSf Regulations: Paying Allowances to School Governors (September 2003)

Key Messages

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LEA may pay governor allowances.

The Education (Governors' Allowances) Regulations 2003 are available from The Stationery Office (ISBN 0-11-045135-X) or on the Stationery Office's website at:

<http://www.legislation.hmso.gov.uk/si/si2003/20030523.htm>

Guidance on the regulations can be found on Governornet:

<http://www.governornet.co.uk/linkAttachments/GovernorAllowancesOct03.pdf>