



Blue Hills Federation



GOVERNORS ALLOWANCES POLICY SEPTEMBER 2023

The Blue Hills Federation

The Blue Hills Federation is a collective of three primary schools – Clunbury CE Primary School, Newcastle CE Primary School and St Mary's Bucknell CE Primary School. All three schools share one Executive Headteacher and one Governing Body. When using the term 'Blue Hills Federation' within this policy, it is in reference to all three schools. When policy only applies to one school that school will be named specifically. Newcastle CE Primary School does not have a nursery or a preschool, therefore any references to nursery or pre-school do not apply to Newcastle CE Primary School.

Our Vision

Proverbs 22:6 - Good News Bible

'Teach children how they should live, and they will remember it all their lives.'

We are a caring Church Federation bringing together and serving many communities. We provide nurturing environments that facilitates learning for all. We encourage everybody to become confident, sociable and responsible citizens who achieve to the best of their ability in preparation for a fulfilling future.

Our Values

Trust and Truth; Joy and Happiness; Love and Respect; Thankfulness;
Friendship and Family; Perseverance and Resilience

Review Date: September 2026

Rationale

The Blue Hills Federation believes that the Governing Body plays a key role in the success of the schools and individual governors should not be deterred from playing their full part because of incidental costs.

Background

It is illegal for governors to receive any remuneration for their work, other than payment of all reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings acting in the capacity of governor of the schools.

Implementation of Policy

The Blue Hills Federation will reimburse the following expenses which may be claimed (using the schools' official Reimbursement of Governor's Expenses claim forms):

- Car mileage allowance (at Inland Revenue Authorised Mileage Rate currently 45p per mile)
- Motorcycle allowance (at Inland Revenue Authorised Mileage Rate currently 24p per mile)
- Public transport costs (actual cost incurred)
- Bicycle allowance (at Inland Revenue Authorised Rate)
- Meals (reasonable and necessary costs incurred)
- Childcare or care for a dependent (actual cost incurred)
- Support for Governors with special educational needs (e.g. audio equipment) (actual cost incurred)
- Telephone calls, copying, stationery etc (actual cost incurred)

Conditions of a Claim

- The Governing Body will monitor, evaluate and review these payments annually
- Claims should normally be made within three months from when the expense was incurred and should be supported by receipts and records of journeys undertaken
- An expenses claim form is available from the schools' office and once completed should be submitted to the Finance Officer for payment

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the schools hold on disabled children, staff and parents.