

Governors Allowance Policy											
This policy has been written for...	Parents / carers, staff and students at Valence School. Members of the public who use school facilities or services. Previous students and their families.										
Copies of this policy may be obtained from...	<ul style="list-style-type: none"> • The School web site - https://www.valenceschool.com/ • It is available as a hard copy on request from reception. • Hard copies for reference are filed in the staff resource room 										
Participants and consultees in the formulation of this policy were...	The Principal, Senior Leadership Team & School Governing Body										
Edition, Review frequency and dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Revised Date</td> <td>30th September 2025</td> </tr> <tr> <td>Version</td> <td>1.1</td> </tr> <tr> <td>Date agreed and ratified by Governors</td> <td>30th September 2025</td> </tr> <tr> <td>Date of next review</td> <td>September 2027</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>This policy will be reviewed every two years or following any updates to national and local guidance and procedures</i></td> </tr> </table>	Revised Date	30 th September 2025	Version	1.1	Date agreed and ratified by Governors	30 th September 2025	Date of next review	September 2027	<i>This policy will be reviewed every two years or following any updates to national and local guidance and procedures</i>	
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<p>Introduction and Ethos</p>	<p>We pride ourselves on being a “listening” school and this policy makes clear how a parent, carer or student can raise a concern, make a complaint or forward a suggestion.</p> <p>We actively encourage students to participate in sharing ideas, for example through the Student Council, Student Home Living Area Meetings, Key Working Sessions, Standard 3 Visits, Annual Reviews and daily target setting. There may be occasions when a student may wish to make a complaint about their experience, in which case they are encouraged to speak with a member of staff who will try to resolve the situation speedily.</p> <p>Additionally, we have appointed the services of an Independent Visitor who conducts Standard 20 visits to the boarding houses. A regular feature of such visits involves the visitor listening to young people describe their experiences of school. The intention is to ensure that no student has a need to make a representation or complaint feels unable to do so. Students and parents/carers have the right to expect that we will try to provide the best possible service for them.</p> <p>In addition, school governing bodies are required under Section 29 of the Education Act 2002 to have in place a procedure for dealing with complaints relating to the school, other than those covered by separate legislation and formal procedures and are covered by other policies and guidance. These include:</p> <ul style="list-style-type: none"> • Admissions • Exclusions • Special Educational Needs • Staff Grievances / Discipline • Child Protection • Whistleblowing <p>It is expected that all complaints will be referred to the school in the first instance and that all stages will be pursued before considering a referral to external agencies if a complainant feels that their complaint has not been dealt with appropriately or remains unresolved.</p> <p>Complainants are encouraged to follow through each stage of the procedure, as appropriate, in order to resolve their concerns.</p>
<p>Guiding Principles</p>	<p>Governing Boards can choose whether or not to pay allowances to Governors; should the Board agree to do so, out of pocket expenses can be reimbursed; payments cannot include attendance allowance or loss of earnings. The cost of paying these allowances will be a charge on the school budget and where a Governing Board decides to make such payments, a suitable budget should be set aside.</p> <p>Eligible expenses for approval may include:</p> <ul style="list-style-type: none"> • childcare or babysitting expenses

	<ul style="list-style-type: none"> • care arrangements for an elderly or dependent relative • support for Governors with special needs (e.g. audio equipment) • support for Governors whose first language is not English (e.g. translations) • telephone charges, photocopying, stationery etc. • travel and subsistence • other justifiable allowances <ol style="list-style-type: none"> 1. The Governing Board should first decide whether, as a matter of policy, if they wish to pay allowances. This decision should be made at a Full Governing Board meeting and should be minuted. 2. Where the Governing Board decides to pay expenses, they must define what will qualify for payment, this should be included in the policy. The policy must treat all categories of Governor equally and should also cover associate members. Any allowances for travel and subsistence cannot exceed the rates specified by HMRC. https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt. 3. Payment: Any claim for expenses must be processed correctly and records kept. Details about how claims would be dealt with should follow the school's internal procedures. Governors' allowances may be subject to audit. 4. Review: The policy should be reviewed to reflect any changes within the membership of the Board as a part of succession planning in ensuring the right people around the table, and in the light of any changes in legislation. All new Governors and associate members should be given a copy of the policy. <p>The policy given below is a model which the Governing Board should adapt and agreed as needed. It should be read in conjunction with the above guidance notes.</p>
<p>Policy</p>	<p>The Governing Board has a delegated budget, has a statutory duty to determine whether to pay allowances and where they choose to do so, it must be in accordance with a policy or scheme.</p> <p>The Governing Body can pay allowances or expenses to governors and associate members appointed by the governing body (see School governance (roles, procedures and allowances)(England) Regulations 2013). This must be:</p> <ul style="list-style-type: none"> • in accordance with a policy or scheme created by the school and approved by the governing body • for expenditure incurred to enable the person to perform governance duties but does not include loss of earnings for attending meetings • paid at a rate set out in the scheme and limited to the amount shown on the provided receipt

	<p>Travel expenses must not exceed the HMRC approved mileage rates.</p> <p>This policy complies with our funding agreement and Articles of Association.</p> <p>This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013). These regulations give Governing Boards 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.</p> <p>Valence School Governing Board School governing board believes that paying governors’ allowances is important in ensuring equality of opportunity to serve as governors. The specific items allowable reflect this objective. This does not include payments for attendance allowance or to cover loss of earnings for attending meetings. All Governors of Valence School are entitled to claim the actual costs, on a case-by-case basis, with the prior approval of the Governing Board, in which they incur as follows:</p> <ul style="list-style-type: none"> • To attend governors’ meetings, committee meetings, panel meetings and any other meeting, which as a governor you are required to attend • To attend monitoring visits • To attend training or Governor Briefings provided by Governor Services /Local Authority • To attend conferences other than those mentioned above (which have approval) • Other justifiable allowances not mentioned above – as agreed by the Chair of Governors • Casual visits to the school for school events do not qualify.
<p>Expense Allowances</p>	<p>Allowances and expenses necessarily incurred for which a claim may be made are defined in the following subsections</p> <ul style="list-style-type: none"> • Childcare or babysitting allowances (excluding payments to a current/former spouse or partner). Where a governor does not have a spouse, partner or other responsible adult to care for a child(ren) during a period of absence, in which that governor attends meetings of the governing board, its committees or in otherwise representing the school or governing board; claims will be limited to reimbursing the actual cost paid to a registered childminder, a babysitter or the cost of attendance at an after school provision in which they do not regularly attend. Appropriate proof of payment will need to be submitted. • Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner/relative). Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the

	<p>period of their absence. Appropriate proof of payment will need to be submitted.</p> <ul style="list-style-type: none"> • Governors with a special need. Where the school or governing board does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing care support. Appropriate proof of payment will need to be submitted. • Governors whose first language is not English. The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs. Appropriate proof of payment will need to be submitted. • Telephone charges, photocopying costs, printer ink, postage and stationery. May be reimbursed where the governor is unable to use the facilities of the school or their own technology in the performance of any duty on behalf of the governing board. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved. • Travel and subsistence. Mileage, by the least expensive means as possible, may be claimed where the distance between the governors' home and the school or other venue which governors are required to attend on business related to the work of the governing board (e.g. meetings, training courses, conferences, visits to other providers, etc.) Where necessary, the cost of parking to enable attendance of governor business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. Any public transport fare will be reimbursed up to the cost of a standard rail ticket. Mileage allowance will be reimbursed at the prevailing rate for school staff. Where governors share transport, only the driver may claim mileage expenses. Any governor who is employed at the school will not be eligible to claim mileage to meetings unless an additional return journey has been made to attend. • Subsistence costs associated with attending external meetings or training events will be payable at the current school rates unless these costs can be claimed from the LA or any other source.
<p>Claiming Expenses</p>	<p>Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the clerk of the Governing Body), attaching receipts where possible. They will be submitted for approval by the Chair of Governors or chair of Business Management in respect of the Chair of Governors.</p> <p>Reimbursement will be made within a reasonable time frame.</p>

	<p>Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. Excessive or inconsistent claims may be investigated by the Chair of Governors(or Chair of Business Management in respect of the Chair of Governors).</p>
<p>Monitoring Arrangements</p>	<p>The Business Management Committee will monitor the spending as part of their monitoring duties and report back to the board. .</p>