



A School Partnership In Rural England

Motto : ‘ **We Aspire to Inspire** ’

Our Values – using the initials of the names of the schools.

K – Kindness

U – Understanding

P – Patience

H – Honesty

L – Love

B – Boldness

Governors’ Allowance Policy

Document History

Original KULB document reviewed for ASPIRE-wide use and approved by Fed GB 17 March 2020

Reviewed and approved by Federation GB 16 March 2021

Reviewed and approved by Federation GB 22 March 2022

Review Annually

The term ‘school’ refers to the schools in the ASPIRE Federation: Kingswood Primary, Ulcombe CE Primary, Platts Heath Primary and Leeds and Broomfield CE Primary. The term may refer to them jointly or individually.

At our two Church of England schools this policy will be delivered through strong links made to our Christian values:

Leeds & Broomfield Church of England Primary School

At Leeds & Broomfield we build strong foundations for all; to learn, flourish and fill their hearts with God’s love. Everyone is important, valued and needed to make L&B grow. We give a quality all round nurturing education which develops the whole child; If the rain came we would not fall.

“As many hands build a house, so many hearts make a school.”

(Matthew Ch 7 24-27)

RESPECT RESILIENCE EMPATHY CURIOSITY HONESTY

Our school Christian Values support the development of the children and all within the school and local community, giving the children and staff a positive outward looking view. The pupils and staff support and help each other and the local community enabling all to flourish.

We have explored the story of Matthew (Ch 7 24-27) showing curiosity, and the children felt empathy for the builder of the house on the sand, but said they must be resilient to try again. Jesus was honest with his followers and people followed and trusted him. The story continues showing how Jesus respected all and everyone who wanted to listen and learn could – no one was turned away. This high level of inclusion and respect is what makes Leeds and Broomfield a great school community to be part of ‘many hearts make a school’.

Ulcombe Church of England Primary School

“Unity and diversity in the body – one body, many members.”

(Corinthians Ch 12 12-27)

HOPE RESPECT ENDURANCE TRUST

At Ulcombe Church of England Primary School endurance plays an important role in both our social learning and cultural ethos, where children aspire to be the best they can be. Diversity is the key to our curriculum and opportunities to progress and succeed both academically and as individuals are provided – many members working in unity with respect for each other. Hope is at the heart of our school community and is explicitly shown by both children and adults in our school, regardless of where the path of life leads them. Through God’s love and trust each individual learns the skills important for them but also adds value to the community as a whole.

We are Ulcombe Church of England Primary School and each one of us is a part of it!

Governors' Allowances

1. The Education (Governors' Allowances) Regulations 2003 (the regulations) give governing bodies the discretion to reimburse governors from the school's annual budget for out-of-pocket expenses necessarily incurred in carrying out their duties.
2. The ASPIRE Governing Body believe that paying governors' expenses is important to help ensure anyone can serve as a governor and is an appropriate use of school funds. The specific items allowable reflect this objective and are listed below. The regulations do not permit governors to be paid an attendance allowance, nor may they be reimbursed for loss of earnings.
3. Governors (including associate governors) may claim the following out-of-pocket expenses provided they are necessarily incurred as a governor or representative of ASPIRE Primary Schools and are agreed in advance, on a case by case basis, by the individual Governing Bodies:
 - Childcare or babysitting 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 45 pence per mile, which does not exceed the specified rates for school personnel;
 - Travel and subsistence costs, payable at the current rates specified by Kent County Council in the Kent Scheme 2010 (revised April 2013), 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.
4. Governors who wish to claim expenses, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attach receipts where possible, and return it to the School within two weeks of the date when the expenses were incurred. The schools' Chair of Governors (or Vice-Chair in respect of the Chair of Governors) will check that claims comply with this policy and authorise them for payment. The schools' Chair of Governors will report all claims to the next meeting of the governing body for ratification.
5. Claims will be subject to independent audit and may be investigated by the schools' Chair of Governors (or Vice-Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.
6. This policy will be reviewed annually.

Appendix - Model Claims Form

| | |
|------------------|----------------------|
| Name: | 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.....

| | £ | 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 | | |
| Travel/subsistence to national meetings or training events | | |
| Telephone Charges | | |
| Postage | | |
| Photocopying | | |
| Stationery | | |
| Other (please specify) | | |
| TOTAL EXPENSES CLAIMED | | |

Authorised by Chair of Governors. Date:

Reimbursed Date..... Cheque number:.....