

# East Somerset Federation



**Bruton**  
Primary School



**Upton Noble**  
C of E VC Primary

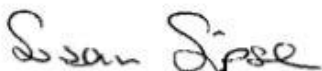
## ***Governors' Allowances & Expenses Policy***

Incorporating the

## **Governors' Induction Procedure**

Approved by the Governing Body of

**The East Somerset Federation**

Signed: 

Date: October 2021

Date for Review: October 2024

1. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor training and otherwise acting on behalf of the governing body:
2. Governors may not claim for actual or potential loss of earnings or income.
3. All Governors and associate members are eligible to claim allowances in accordance with this scheme.
4. **Eligible Expenses - Categories of eligible expenditure are as follows:**
  - Care arrangements - Child care or babysitting expenses, where these are not provided by a relative or partner;
  - Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
  - Telephone calls and postage
  - Travel
  - Subsistence
5. **Allowance Rates - Rates at which allowances are payable are as follows:**

**Care Arrangements:**

Actual costs incurred, up to a maximum of £5 per hour.

**Phone Calls & Postage:**

Actual costs incurred.

**Travel Rates:**

In accordance with the current Inland Revenue Authorised Mileage Rates.

For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £10 per journey.

**Subsistence:**

If additional expenses are incurred because of work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

**6. Criteria for Claims:**

- All claims must be submitted to the Clerk to the Governors within one month of the expenditure being incurred.
- Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

**7. Financial Systems**

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

## **INDUCTION PROCEDURE FOR GOVERNORS**

### **Why we have an Induction**

Induction is the process which enables a new member of the Governing Body to become a fully effective member of the team as quickly and efficiently as possible.

### **We aim to:**

Achieve this, by allowing each new Governor to have a structured programme to acquire knowledge of:

- Colleagues, routines and procedures.
- Skills; professional, personal, interpersonal and evaluative.
- Attitudes; a clear understanding of the ethos of the school and the accepted relationships of Governors, staff, pupils and parents.

### **Responsibility**

Initial induction will take place when a new Governor joins the Governing Body. We aim to carry out induction within the first month of the commencement of an appointment. A meeting is arranged with the Chair of Governors and Head within a month of the appointment. The Vice Chair will attend if the Chair is not available.

Each new Governor will be assigned to a committee to support and guide them in their role and responsibilities.

The Chair of Governors and Clerk to the Governors have responsibility for the continued support of the new Governor. Evaluation and constructive feedback and recommendations for good practice are seen as a vital part of a successful Induction Programme.

The Governing Body takes responsibility and recognises the value and importance of providing opportunities for new Governors to develop their knowledge and training.

The school is a member of the Somerset Governor Support Programme which offers training courses tailored to all levels of Governor experience.

New Governors are encouraged to attend Somerset Governor Services 'New Governor Induction' training courses.

### **A learning culture is characterised by:**

- Free exchange and flow of information.
- Commitment to undertaking appropriate training.
- Valuing the people within the learning community.
- A climate of openness and trust.
- Recognising that experience can both assist and hinder new ideas.
- Focusing on Roles and Responsibilities of the Governing Body.
- Asking challenging questions.

### **Knowledge of the School and Ethos can and will be encouraged through the following:**

- Attendance at appropriate training courses.
- Overview of school management through the School Development Plan.
- Development of Staff/Governor relationships.
- Involvement in monitoring via Learning Walks with the school community representatives.

### **Key Documents for Governors**

- Department for Education Governors' Guide to the Law
- School's Instrument of Government
- School Development Plan
- Current School Prospectus
- Standing Orders & Cycle of Responsibilities for Committees
- Terms of Reference for Committees
- Latest OFSTED Inspection Report & Action Plan
- Most recent targets for the school
- School's Policy documents on CD, including Finance Reports & Budget
- Latest Minutes/Headteacher's Reports

### **School Events**

- School social events
- PSA social events where Governors are actively involved. School Open Day
- Staff / Parent Evenings where Governor representatives are involved