



# St Joseph's

Roman Catholic High School  
& Sports College

## Governor Allowances Policy

*Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.*

*Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.*

*We develop our potential, celebrate our talents and go forward together in faith.*

Approved by Governors: 19<sup>th</sup> March 2015

Date for Review: Spring 2018

Signed Chair of Governors: W. Charnley

Signed Headteacher: R.Woods

Governors Committee: Finance, Premises & Staffing

## Gospel Values

The term ‘Gospel values’ is commonly used in Catholic schools and other Catholic institutions; however, unless the term is unpacked and a common understanding formed of what true Gospel values are, there is a danger that what should be an objective Christian foundation, will itself become a random list of subjective values.

Whilst other ‘values’ may be found within the four Gospels and New Testament writings, it is the Beatitudes which: “...depict the countenance of Jesus Christ and portray his charity”. Gospel values cannot therefore be values chosen subjectively from the vast corpus of the Old and New Testaments but are objective values revealed to us through Christ’s proclamation. Such objective values are to be found rooted in the Beatitudes, the proclamation of Christ’s Sermon on the Mount. The Beatitudes also “...reveal the goal of human existence, the ultimate end of human acts” and as such are the objective ‘values’ given by Christ himself.

Whilst not definitive, those Gospel values based on the Beatitudes which underpin this policy include:

*“Blessed are the poor in spirit, for theirs is the Kingdom of heaven”*

Values: **Faithfulness & Integrity**

*“Blessed are those who hunger and thirst for righteousness, for they shall be satisfied”*

Values: **Truth & Justice**

*“Blessed are the pure in heart, for they will see God”*

Values: **Purity & Holiness**

Rooted in the teaching of Christ, these Gospel values constitute the targets and outcomes of the educational enterprise for St Joseph’s as a Catholic school.

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

**From 1<sup>st</sup> April 2015, all governors of St Joseph's RC High School will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of St Joseph's RC High School, and are agreed by the Finance, Premises & Staff Sub-Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - 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 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 LEA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

**The Governing Body at St Joseph's RC High School acknowledges that:**

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk to Governors Subcommittees or School Business Manager), 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 Governors or Chair of Finance to be presented to the Finance, Premises & Staffing Sub-Committee (which meets at least once per half-term) for final approval.

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

This policy will be reviewed annually.



## Appendix 2

### Governor Allowances Claims Form

|                  |                        |
|------------------|------------------------|
| <b>Name:</b>     | <b>Name of School:</b> |
| <b>Address</b>   | <b>Date:</b>           |
| <b>Post Code</b> | <b>Claim Period:</b>   |

I claim the total sum of £..... for governor 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 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)                                     |   |   |   |
| <b>TOTAL EXPENSES CLAIMED</b>                              |   |   |   |

This form should be submitted to:

Mrs S Currass or Mrs A Moore  
c/o St Joseph's RC High School  
Chorley New Road  
Horwich  
Bolton  
BL6 6HW

## Appendix 3

### DfES 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>