



Governors Allowance and Expenses Policy

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ETHICAL LEADERSHIP

1. Thomas Tallis School Plan 2024 -25 has seven aims.

1	A powerful curriculum
2	The best teaching and learning
3	Great achievement and progress
4	Highly successful Post-16 provision
5	Excellent personal development
6	Behaviour for a strong community
7	A model for a better world

As part of aim 7 Thomas Tallis School has adopted the *Framework for Ethical Leadership in Education*. This means that we try to behave in a principled and correct manner in everything we do.

Schools and colleges serve children and young people and help them grow into fulfilled and valued citizens. As role models for the young, how we behave as leaders is as important as what we do. We therefore behave with **selflessness, integrity, objectivity, accountability, openness, honesty and leadership**. We demonstrate **trust, wisdom, kindness, justice, service, courage and optimism**.

Aims

1. Thomas Tallis 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.

Guidance

2. This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. 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. Thomas Tallis 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.

Overview

3. All governors of Thomas Tallis School are entitled to claim the actual costs, which they incur as follows:
 - 3.1. Governors are able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Thomas Tallis School, and are agreed by the Resources Committee that they are justified **before** any reimbursable costs are incurred.
 - 3.2. Governors are able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - o Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
 - o Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - o The extra costs they incur in performing their duties either because they have special needs, a disability or because English is not their first language;
 - o The cost of travel (by personal car) 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;
 - o The cost of travel by public transport. Where there is no practical alternative and a taxi is used, the claim must be accompanied by a brief explanation.
 - o 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 LA or any other source;

- Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.
4. The Governing Body at Thomas Tallis School acknowledges that:
- Governors may not be paid attendance allowance;
 - Governors may not be reimbursed for loss of earnings.
5. Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Executive Assistant to the Head), with receipts attached, and return it to the School within one month of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Resources to be presented to the Resources Committee (which meets four times per year) for final approval.
6. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resources in respect of the Chair of Governors) if they appear excessive or inconsistent.

*Cheryl Campbell
Chief Operating Officer
June 2025*

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