

# **THE HARVEY GRAMMAR SCHOOL**



## **Governor Training, Allowances and Visits Policy**

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## Governor Training

The Governing Body of The Harvey Grammar School recognises the importance of effective training. New governors will always be given access to induction training and when appropriate, the Clerk to Governors will highlight relevant opportunities for governor training e.g. through the GEL programme at FGB meetings. It is the responsibility of individual governors to ensure that they access appropriate training to facilitate the effective undertaking of their duties. However, if governors need any advice or assistance with accessing training events, they should contact the Director of School Support who will assist.

If any relevant issues are highlighted in training, governors should report back to the Governing Body through the relevant committee on the course that they have attended, highlighting any actions they feel should be discussed. They should also complete the governor training feedback form (see appendix 1) and pass this directly to the Director of School Support who will keep a record of attendance and collate the outcomes for the Governing Body.

## Governors' Allowances

Governors are able to claim allowances for legitimate expenses incurred in carrying out their duties. All governors of the school are entitled to claim for costs they incur, provided those costs are directly related to their work as a governor of The Harvey Grammar School. However, it must be agreed by the Chair of Governors that claims are justified before any reimbursable costs are incurred.

Examples where governors may make claims for reimbursement include;

- Childcare costs (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)
- Any additional costs governors 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 which does not exceed the specified rates for school personnel
- Travel costs associated with attending national meetings or training events
- Telephone, photocopying, stationery or postage charges

Governors will not be paid attendance allowances and nor may they be reimbursed for loss of earnings as a result of governance duties.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk). This should then be returned to the school within 2 weeks of the date when the allowances were incurred and receipts should be attached where possible. This will then be submitted for approval by the Chair of Governors, to be presented to the PPPF Committee for final approval.

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

## Governor Visits

Governors at The Harvey are assigned a link area of responsibility with the expectation that they should visit the school at least once a year to monitor progress and outcomes in that designated area. Before making a visit, governors should contact the relevant senior leader to agree a date, time and focus for the visit and once this is agreed, inform the Headteacher of this.

The purpose of visits is to enable governors to:

- Build an effective working relationship with school staff, particularly the senior team beyond the Headteacher
- Increase their understanding of the context in which staff work and their knowledge of the school
- See evidence of implementation of the School Improvement Plan and raise awareness of this with fellow governors
- Increase their understanding of the strengths and weaknesses of the school
- Provide appropriate challenge and support to senior leaders

Governors should seek to avoid making judgements especially about the quality of individual teachers and attempt to foster a culture of “doing with” rather than “doing to” the staff they come into contact with. After a formal visit, a feedback form should be completed (see appendix 2). The completed form should be sent to the Headteacher, before being submitted to the Clerk to Governors. Governors should raise awareness of any relevant outcomes through the relevant committee forum.

Governors are encouraged to undertake informal visits to the school to see events taking place such as plays, pantomimes, music concerts, options evenings etc. These are very useful in gaining further understanding of the school and its context. There is no requirement to complete a formal visit form in these cases.

## Governor Training Feedback Form

<b>Name of Governor:</b>		<b>Date of training:</b>
<b>Training Course Title:</b>		
<b>Why did you attend this training?</b>		
<b>What did you learn? How might this impact on your effectiveness as a governor?</b>		
<b>Should other governors attend this training?</b>		
<b>Ideas or good practice to share:</b>		
<b>Key Action Points to contribute to School Improvement Plan/to be fed back to Committee:</b>		
<b>Signed:</b>		<b>Date:</b>

Please submit this report to the Director of School Support

## Governor Visit Feedback Form

<b>Governor:</b>	<b>Date of visit:</b>
<b>Classes/Department visited:</b>	
<b>Focus of visit:</b>	
<b>With which School Improvement Plan priority is your visit linked?</b>	
<b>What were the key points from your visit?</b>	
<b>What have you learnt that you believe will make a valuable contribution to the School Improvement Plan?</b>	
<b>How do you feel this visit has helped you to develop your role as a governor?</b>	
<b>Are there any further points you wish to bring to governors' attention?</b>	
<b>Signed:</b>	<b>Date:</b>

Please submit this report to the Headteacher for his response before sending to the Clerk to Governors.