



Chapelford Village Primary School

Governing Allowances and Expenses Scheme

Learn

Achieve

Respect

Chapelford Village Primary School
Santa Rosa Boulevard
Warrington
WA5 3AL

Telephone: 01925 712554

Email: Chapelford_admin@omegamat.co.uk

DOCUMENT STATUS

Version	Date	Action
1	September 2016	Draft Policy adopted by Governing Body
1	Spring 2019	Document reviewed

POLICY

Governors' Allowances and Expenses Scheme

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. Chapelford Village Primary School Governing Body believes that paying governor' 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.

All governors of Chapelford Village Primary School will be entitled to claim the actual costs, which they incur as follows:

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Chapelford Village Primary School, and are agreed by the Head Teacher that they are justified before any reimbursable costs are incurred.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

The extra costs they incur in performing their duties either because they have special needs or because English is not their first language; 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.

The Governing Body at Chapelford Village Primary 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 School Office), attach receipts, 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 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.