



**MOOR PARK
PRIMARY SCHOOL
AND NURSERY**

**GOVERNORS ALLOWANCES
POLICY**

February 2023

'Moor Park Primary is a Happy, Caring School Where Everyone Matters'

Policy	Governors Allowances
Blackpool Council model policy	None available <i>Blackpool procedures and guidance followed</i>
Reviewed by	Deborah Makin
Date	February 2023
Approval level	Headteacher
Adopted	10/02/2022
Next review due	February 2024

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This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (Part 6). These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Governors for certain out of pocket expenses they incur as a result of fulfilling their role as a Governor.

Moor Park Primary 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 allowance reflects this objective.

All Governors of Moor Park Primary School are entitled to claim the actual costs that they incur as follows:

- To attend Governors' Meetings, Committee Meetings and any other meeting, which as a Governor you are required to attend.
- For visits into school as agreed by the Governing Body (e.g. to observe progress on key priorities linked to the School Development Plan), which are then reported back to the Governing Body.
- To attend training provided by Governor Services, or to attend briefing meetings.
- Expenses may be claimed for attending conferences, training and meetings other than above, but the prior approval of the Governing Body must be sought.

Governors will be able to claim for the following:

- The cost of travel, being the actual bus fare, or a mileage allowance at the rate used for school staff (currently 45p per mile), except that this rate must not exceed Her Majesty's Revenue's and Customs' Approved Mileage Rate (a) as published annually. A taxi should only be used with the prior approval of the Governing Body.
- The cost of childcare (excluding payments to current/former spouse/partner). Please note that childcare can usually be arranged in school on request.
- The costs of care arrangements for a dependent relative (excluding payments to current/former spouses/partner).
- Extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
- Authorised stationery costs where the school facilities cannot be used.
- Any other justifiable costs can be claimed with the prior approval of the Governing Body.

The Governing Body of Moor Park Primary School acknowledges that we are not allowed to reimburse Governors for loss of earnings for attending meetings.

Governors wishing to make claims under these arrangement should complete a claim form, available in this policy. The completed form should be submitted to the Business Manager, attaching receipts, and payment will be made usually on a termly basis. All claims must be scrutinised and approved by the Chair of Governors or the Chair of Finance, and will be subject to independent audit. The amount of individual claims will be kept confidential, but the total amount claimed should be reported annually to the Governing Body.

Claim Form for Governors' Allowances

Name

I claim the sum of £ for Governors' allowances as detailed below. I have attached relevant receipts to support my claim.

Signed Date

Date of meeting	Event	Type of Allowance	Mileage	£	p

Forms should be submitted once per term to the school office.
The current authorised mileage rate is 45p per mile.