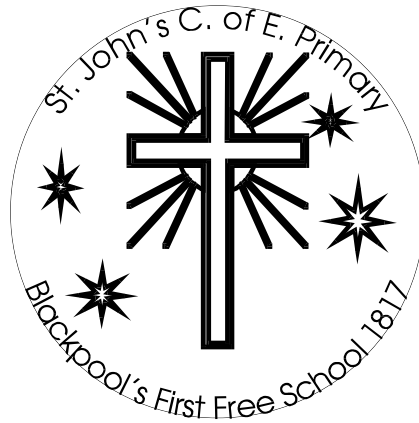


St John's CE Primary School



Governors' Allowances Policy

Review period: 2 years

Date policy last reviewed: September 2019

Person Responsible for Policy: Mrs. J. Hicks

St John's C.E. Primary School

Governors' Allowances Policy

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 Boards 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.

St John's CE Primary School Governing Board 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 St John's CE 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 Board (e.g. to observe progress on key priorities linked to the School Development Plan), which are then reported back to the Governing Board.
- 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 Board 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 52.2p 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 Board.
- 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 Board.

The Governing Board of St John's CE 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 arrangements should complete a claim form, which will be distributed to all Governors once per term. The completed form should be submitted to the school office, 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 Resources Committee, 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 Board.

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 52.2p per mile.