



Policy Number:	STP/GA/0912
Date:	02/03/2017
Review Date:	01/03/2019

GOVERNORS' ALLOWANCES POLICY

Policy Statement for Paying Allowances to School Governors

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 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.

Key Features of this Policy:

- Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a Governor of this school.
- Governors may be reimbursed for expenses, including child care costs, incurred whilst attending Governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:
 1. Governors can only claim expenses for the actual cost incurred (that is, the cost must have been incurred by the Governor before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.
 2. It is the responsibility of Governors to decide for themselves whether or not to claim.
 3. The method of claiming expenses should ensure that Governors are able to claim without embarrassment.
 4. Existing Governors (and new Governors at their first meeting) should be given a copy of this policy. The policy will also be made available on request to any prospective Governor.
 5. The policy should be reviewed annually by the Finance Committee and any changes agreed by the full Governing Body.

St Peter's 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.

From 2nd March 2017 all governors of St Peter's Primary School will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of St Peter's Primary School, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.



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

- Childcare or baby sitting allowances (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);
- The extra costs they 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 of pence per mile.
- 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 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 clerk to the Governors), attaching 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 for final approval.

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

This policy will be reviewed by the Governors on an annual basis.

Adopted by the Governing Body: 2nd March 2017

Reviewed (1):

Reviewed (2):

Reviewed (3):

(Chair of Governors)



ST PETER'S PRIMARY SCHOOL

ST PETER'S PRIMARY SCHOOL GOVERNING BODY GOVERNORS' EXPENSES CLAIM FORM

Name:.....

I wish to claim £..... (please insert amount claimed and tick appropriate box below)

I CERTIFY THAT I ATTENDED A MEETING HELD ON:.....

..... Chair of Meeting/Course Tutor

.....Signature of above

1. TRAVEL EXPENSES

Bus Ticket – please attach to this form

Mileage for car – please inset mileage and cc of vehicle:

Mileage cc of car

Taxi Fare – please attach receipt

2. CHILD CARE / DEPENDENT RELATIVE

Please request registered childminder to sign and date below and also insert the amount claimed:

Name (print)Signature.....

Date:..... Amount Claimed:.....

3. CLERICAL EXPENSES

Please attach a list of items purchased and a receipt of proof of purchase

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**I CERTIFY THAT I HAVE SEEN THE RECEIPT/PROOF OF EXPENDITURE AND
HAVE REIMBURSED THIS CLAIM ACCORDINGLY**

Signed(Headteacher)

Date:.....