



# **GOVERNORS' ALLOWANCES POLICY**

Written by: **Finance and Premises Committee**

Ratified: **Summer 2016**

To be reviewed: **Every year**

Next review: **Summer 2017**

*\*Except in the case of **dismissal** the term 'Head teacher' refers to the Executive Head and the 'Heads of School. The power to dismiss is vested in the Executive Head teacher.*

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 delegated budget allocation to governors for certain expenses which they incur in carrying out part of their governor duties.

St Margaret's C of E Primary Schools' 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 allowable reflect this objective.

All governors of St Margaret's C of E Primary Schools are entitled to claim the actual costs which they incur as follows:

1. Governors will be able to claim allowances providing the expenses are incurred wholly in carrying out their duties, as a Governor or representative of St Margaret's C of E Primary Schools, and are agreed by the Chair of Finance and Premises as justified before any reimbursement of costs is made.

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 24 pence per mile which does not exceed the specified rates for school personnel;
- 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 LEA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Governing Body at St Margaret's C of E Primary Schools 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), attaching valid VAT receipts where appropriate, and return it to the School Office within two weeks of the date when the expenses were incurred, when they will be submitted for approval by the Chair of Finance and Premises to be presented to the Finance and Premises Committee (which meets at least once per term) for final approval.

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

# St Margaret's C of E Primary Schools' Governors' Expenses Claim Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Claim Period: \_\_\_\_\_

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

## Amount Claimed (£)

\_\_\_\_\_ Child care/Babysitting expenses  
\_\_\_\_\_ Care arrangements for an elderly or dependent relative  
\_\_\_\_\_ Support for governors with special needs  
\_\_\_\_\_ Support for governors whose first language is not English  
\_\_\_\_\_ Travel to meetings/training courses  
\_\_\_\_\_ Travel/subsistence to national meetings or training events  
\_\_\_\_\_ Telephone Charges  
\_\_\_\_\_ Postage  
\_\_\_\_\_ Photocopying  
\_\_\_\_\_ Stationery  
\_\_\_\_\_ Other (please specify) \_\_\_\_\_

\_\_\_\_\_ **TOTAL EXPENSES CLAIMED**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Once completed, this form should be submitted in a sealed envelope to:

**The Chair of Governors,  
C/o School Office,  
St Margaret's C of E Primary Schools  
15-19 North Street  
Barking, IG11 8AS**

For Office Use:

**Authorised By:**  
*Chair of Finance and Premises*

**Date:**

**Presented to FSC on (Date):**  
**Approved: Y / N**

**Paid (Date):**  
**Chq. No:**