

## **Governors' Allowances Policy 2017/18**

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. The 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.

**From September 2017 all governors of The Federation of Heavers Farm and Selsdon 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 Heavers Farm or Selsdon Primary School and are agreed by the Chair that they are justified before any reimbursable costs are incurred.

*In exceptional circumstances the Chair may agree to reimburse a governor for expenses which were not foreseen in advance but which were fully incurred in carrying out their role as a governor"*

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:
  - Professional childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
  - Cost of professional 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 LA or any other source (note rail travel is reimbursed at second class rates);
  - 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 (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 Resources, for final approval.

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

This policy will be reviewed annually.

## Governors' Allowances Claim Form

<b>Name:</b>	<b>Name of School:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

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

Signed.....

	£	p	p
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)			
<b>TOTAL EXPENSES CLAIMED</b>			

Prior agreement by..... on date.....

Signed..... Date.....

This form should be submitted to the school office for final approval by the Chair of Governors: all claims should have prior agreement.