

Streethouse Primary School

GOVERNORS ALLOWANCES POLICY

2017

Signed (Headteacher)

..... *J. M. Q.* (Chair of Governors)

Date 11.10.17

Streethouse Primary School

Governors Allowances Policy

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. Streethouse 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 allowable reflect this objective.

From 01/01/10 all governors of Streethouse 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 Streethouse School, and are agreed by the Streethouse School Committee that they are justified before any reimbursable costs are incurred.
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 expenses (excluding payments to a current/former spouse or partner); the childcare provider must be registered with the LA. Payments will only be made on the production of an invoice/receipt. The amount of time which can be claimed is the duration of the actual meeting plus a maximum of 30 minutes travelling time.
 - The cost of travel relating only to travel to external meetings/training courses payable on the current rate specified by the LA which must be agreed in advance with the chair of governors.
 - Travel and subsistence costs, payable at the current rates specified by the LA, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
 - Telephone charges, photocopying, stationary, postage etc;
 - Any other justifiable allowances

The Governing Body at Streethouse School 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 School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors (which meets at least once per half-term) for final approval.

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

This policy will be reviewed annually.

Streethouse Primary School

Claims Form

Name:	Date :
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.

Signed.....

	£	P
Child Care		
Travel to external meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

This form should be submitted to:

**Streethouse Primary School
Headteacher
Whinney Lane
Streethouse
Pontefract**

Reviewed Oct 17

Streethouse Primary School

**DfES Regulations:
Paying Allowances to School Governors (September 2003)**

Key Messages

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is a good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.