



A FAMILY, A FOUNDATION, A FUTURE

Whitminster Endowed C of E Primary School

Governors' Allowances Policy

Written by: A Parry-Jones

**Agreed by Finance Governors: Autumn
Term**

Review Date: Autumn term – Annual

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Boards 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. Whitminster Endowed C of E 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 allowable reflect this objective.

All governors of Whitminster 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 Whitminster Endowed C of E Primary School, and are agreed by the Finance 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 Board:
 - 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 25 pence per mile.
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Governing Board at Whitminster Endowed C of E Primary 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 (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.

Claims Form

Name:	Name of School:
Address	Date:
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	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)			
TOTAL EXPENSES CLAIMED			

This form should be submitted to: The School Office