

Governors' Allowances Policy



Stoke Park Infant School

Approved by: Full Governing Body

Date: May 2014

Last reviewed on: December 2020

Next review due by: December 2023

Governors' Allowances Policy

Rationale

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. Stoke Park Infant 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.

The Governing Body will agree a finite budget for Governor allowances, this will be monitored regularly by the Resources Committee and the amount of expenditure will be recorded in the Resources minutes at the end of the financial year.

Principles and Practices

All governors of Stoke Park Infant School are entitled to claim actual costs which they incur as follows:

Governors will be able to claim allowances provided that:

- the costs are incurred in carrying out their duties as a Governor or representative of Stoke Park Infant School;
- the costs are justified to and approved by the Resources Committee before being incurred.

Subject to these conditions Governors will be able to claim for the following:

- Childcare or babysitting allowances (excluding payments to a current/former spouse/partner or family member);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse/partner or family member);
- 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;
- Any other justifiable allowances.

Governors may not be:

- paid attendance allowance;
- reimbursed for loss of earnings.

Systems

- Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (attached), with receipts, and provide it to the Chair of Resources within two weeks of the date when the costs were incurred. Assuming the claim is in line with the original justification and approval by the Resources Committee then it will be signed off by the Chair of Resources. Otherwise the claim will be submitted to the next Resources Committee for consideration.

Controls

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 every 3 years.

Stoke Park Infant School - Governors' Allowances Claims Form

Name & Address:	Date of claim:
Claim Period:	Reason for claim:

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

	£	p
Childcare/Babysitting		
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		
Other (please specify)		
TOTAL ALLOWANCES CLAIMED		

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

Approved..... Date.....
Chair of Governors

This form should be submitted to: The Chair of Governors via the Admin Office, Stoke Park Infant School.