



# Governors' Allowances Policy

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Agreed by governing body: Summer 2017

Review date: Summer 2018

Signed:

Chair of Governors:

Headteacher:

## **Introduction**

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) Regulations 2013. These regulations provide for governors and associate members to be paid allowances for expenditure necessarily incurred in carrying out their duties.

The Chase Bridge Primary School Governing Body believes that paying governors' allowances 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 described in Section I below reflect this objective.

Subject to prior approval on a case-by-case basis all governors of Chase Bridge Primary School can claim for actual costs incurred as described in Section I in carrying out their duties as a Governor or representative of the school.

## **Section I - Allowable Expenses**

### **Child care or baby sitting expenses**

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence in which that governor attends meetings of the governing body, its committees or is otherwise representing the school or governing body. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

### **Care arrangements for an elderly or dependent relative**

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

### **Governors with a special need**

Where the school or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question. Claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing support.

### **Governors whose first language is not English**

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with a special need.

### **Telephone charges, photocopying costs and stationery**

May be reimbursed where the governor is unable to use the facilities of the school in carrying out any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt (where possible) relating to any expenditure incurred. Claims will be limited to reimbursing the actual costs involved.

## **Travel and Subsistence Expenses**

May be reimbursed for travel undertaken on behalf of the Governing Body. This excludes travel to the meetings of the Governing Body at the school or training held within the London Borough of Richmond. Claims will be limited to reimbursing the actual costs of travel and subsistence involved where public transport is used or at the rate of 45 pence per mile where their car is used.

## **Section 2 – Prohibited Expenses**

The Governing Body at Chase Bridge acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

## **How to Claim**

Governors wishing to make legitimate claims, as outlined in Section 1, should first seek prior approval from the Headteacher, Chair of Governors or Finance Link Governor and then complete a claims form (obtainable from the School Office); attaching receipts where possible, and return it to the school within two weeks of the date when the expenses were incurred, when it will be submitted to the Chair of Governors or Finance Link Governor for final approval.

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

This policy will be reviewed at least every two years.