

## WIMBORNE JUNIOR SCHOOL

### GOVERNOR'S ALLOWANCES (EXPENSES) POLICY

Based on **NGA: Good Practice in Developing an Allowances Policy** & model policy

<http://www.nga.org.uk/Guidance/Research/Good-Practice-in-Developing-an-Allowances-Policy.aspx>

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. Wimborne Junior 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 1st October 2014, all governors of Wimborne Junior 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 Wimborne Junior School, and are agreed by the Chair of Governing Body or Chair of Resources Committee (in writing or via email) as justified before any reimbursable costs are incurred. The Chairs above may refer requests to the full Resources Committee for consideration if they feel it appropriate.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of Governing Body or Chair of Resources Committee:
  - Childcare or babysitting 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, by least expensive means, relating to travel to national meetings or national training events, unless these costs can be claimed from the Local Authority or any other source. For this purpose, travel by private car will be at the prevailing PCC standard rate to cover fuel costs only.
  - Any other justifiable expenses directly associated with the purpose of enabling the governor to perform any duty as a governor.

**The Governing Body at Wimborne Junior 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 School Office), attaching receipts where

available, and return it to the School Office within one month of the date when the allowances were incurred.

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.

Draft date	November 2016
Agreed date	16 November 2016
Review date	Autumn 2018

**Governor's Allowances (expenses) Claims Form**

<b>Name:</b>	<b>Name of School:</b> <b>WIMBORNE JUNIOR 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 and as agreed in advance by ..... (signed, chair of FGB / Resources committee)

I have attached relevant receipts to support my claim.

Signed: .....

	Items £	Total £
Child care/Babysitting expenses <ul style="list-style-type: none"> <li>• &lt;detail of individual claims&gt;</li> <li>• ...</li> </ul>		
Care arrangements for an elderly or dependent relative <ul style="list-style-type: none"> <li>• &lt;detail of individual claims&gt;</li> </ul>		
Support for governors with special needs <ul style="list-style-type: none"> <li>• &lt;detail of individual claims&gt;</li> </ul>		
Support for governors whose first language is not English <ul style="list-style-type: none"> <li>• &lt;detail of individual claims&gt;</li> </ul>		
Travel to meetings/training courses <ul style="list-style-type: none"> <li>• &lt;detail of individual claims&gt;</li> </ul>		
Travel/subsistence to national meetings or training events <ul style="list-style-type: none"> <li>• &lt;detail of individual claims&gt;</li> </ul>		
Telephone Charges <ul style="list-style-type: none"> <li>• &lt;detail of individual claims&gt;</li> </ul>		
Postage <ul style="list-style-type: none"> <li>• &lt;detail of individual claims&gt;</li> </ul>		
Photocopying <ul style="list-style-type: none"> <li>• &lt;detail of individual claims&gt;</li> </ul>		
Stationery <ul style="list-style-type: none"> <li>• &lt;detail of individual claims&gt;</li> </ul>		
Other (please specify) <ul style="list-style-type: none"> <li>• &lt;detail of individual claims&gt;</li> </ul>		
<b>TOTAL EXPENSES CLAIMED</b>		

This form should be submitted to Admin Officer via School Office.