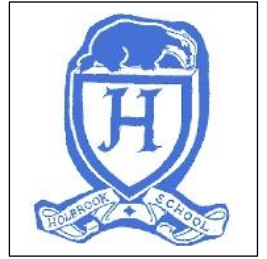




The Federation of Bedenham and Holbrook Primary Schools



Governors' Allowances Policy June 2016

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 to governors for certain allowances which they incur in carrying out their duties.

In order to ensure equality of opportunity the Governors will pay expenses, in specific categories as set out below, *if non-payment of expenses would prohibit any person from participating in Governor activities*. The specific items allowable reflect these objectives and represent an appropriate use of school funds. It also ensures compliance with the Regulations

All governors of the Federation of Bedenham and Holbrook Primary Schools may claim the actual costs, which they incur as follows:

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of the federation.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval the Chair of Governors, or in the case of the Chair of Governors requesting approval, by the Executive Head Teacher:

- 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 relating only to travel to meetings/training courses at the current rate mileage rate laid down by HM Revenue and Customs and which does not exceed the specified rates for school personnel;
- Travel and subsistence costs, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage, etc.;
- Any other justifiable allowances sanctioned by the Chair of Governors.

The Governing Body of the Federation of Bedenham and Holbrook Primary Schools 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 claim form (obtainable from the School Office), attaching receipts, and returning it to the School within two weeks of the date when the expenses were incurred, where they will be submitted for approval by the Chair of Governors. In the case of mileage claims a VAT receipt and petrol receipt, dated prior to the date of the journey, will be required.

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

Approved at Policy Committee: 13th June 2016

Agreed at FGB:

Revision date: June 2018

Signed:



Heads of School



Chair of Governors

Appendix 2

Governors Allowance 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..... Date.....

	£	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

Expenses approved by Chair of Governors/Headteacher

Name (please print)..... Date

Claim processed by.....Date.....

Allowances received by.....Date.....