

ST. JOHN'S ANGELL TOWN C.E. PRIMARY SCHOOL

GOVERNOR ALLOWANCE POLICY

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. The St. John's Angell Town C.E. Primary 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 January 2015 all governors of St. John's Angell Town C.E. Primary 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 member of the Governing Body or representative of St. John's Angell Town C.E. Primary School, and are agreed by the Governing Body that they are justified before any reimbursable costs are incurred as stated in this policy.
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 the Governing Body:
 - 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 40 pence per mile for car users and 24 pence per mile for motorcycle users, which does not exceed the specified rates for school personnel;
 - Standard train fares will be reimbursed upon receipt of a valid ticket when applicable and after agreement by the Chair of Governors; every effort should be made to obtain the cheapest possible ticket and book in advance.
 - 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;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Governing Body acknowledge that Governors members may not:

- be paid attendance allowance;
- 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 Bursar), attaching receipts where possible, and return it to the Bursar within two weeks of the date when the allowances were incurred, when they will be submitted to the Chair of Governors for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

Date agreed by governing body on	Signature of Chair or Vice Chair
Date agreed for review	Frequency of Review Annual / Bi-annual / Three-year cycle
Review Responsibility Headteacher/Committee/Full Governing Body	

**ST. JOHN'S ANGELL TOWN C.E. PRIMARY SCHOOL
GOVERNORS' ALLOWANCE CLAIM FORM**

Name:	Date:
Address	Claim Period:
Post Code	

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

Signed.....

Details of Claim	Total Claimed £
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:

**Maureen Dove
Bursar
Moorland Road
Brixton
London SW9 8UE**

DfES Regulations: Paying Allowances to School Governors (September 2003)

Key Messages

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LEA may pay governor allowances.

The Education (Governors' Allowances) Regulations 2003 are available from The Stationery Office (ISBN 0-11-045135-X) or on the Stationery Office's website at: <http://www.legislation.hmsso.gov.uk/si/si2003/20030523.htm>

Guidance on the regulations can be found on Governornet:

<http://www.governornet.co.uk/linkAttachments/GovernorAllowancesOct03.pdf>