



## Governors' Allowances Policy Version 2

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. Old Fletton 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 1.4.11, all governors of Old Fletton 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 Governor or representative of the School, and are agreed by the FReSH Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and **with the prior approval of the Governing Body:**
  - Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner. or family member);
  - 3. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner or family member
  - 4. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - 5. The cost of travel relating only to travel to meetings/training courses at a rate of 40 pence per mile which does not exceed the specified rates for school personnel;
  - 6. 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 LA or any other source;
  - 7. Telephone charges, photocopying, stationery, postage etc;
  - 8. Any other justifiable allowances.

Note: Governors will be reminded not to use loyalty points or reward cards.

**The Governing Body acknowledges that:**

1. Governors may not be paid attendance allowance;
2. 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 possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of FReSH to be presented to the FReSH Committee (which meets at least once per half-term) for final approval.

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

## **DfES Regulations: Paying Allowances to School Governors (September 2003 updated January 2014)**

### **Key Messages**

1. 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.
2. Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
3. 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.
4. Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
5. Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
6. Governor allowances will continue to be paid from the school's delegated budget.
7. In schools without delegated budgets, the LA may pay governor allowances.

**Old Fletton Primary School  
Governor allowance claim form**

Name..... Address.....

School.....

Date/claim period.....

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

Signed.....

<b>Type of claim</b>	<b>Amount spent</b>
Childcare	
Care of elderly or dependent relative	
Support for governors with special needs	
Support for governors whose 1 <sup>st</sup> language is not English	
Travel/subsistence to national ,meetings of training events	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
<b>Total claim</b>	

Agreed and signed by Chair/Vice Chair of governors or headteacher

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