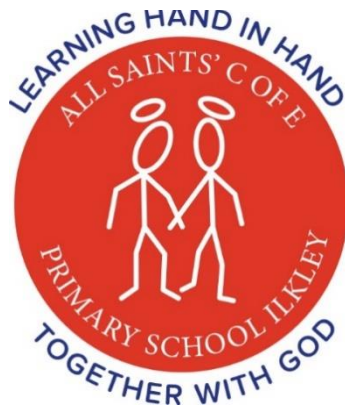


All Saints' CE Primary School



Vision

Learning hand in hand together with God.

Values

Hopeful school through honesty, forgiveness and trust
Achieving school through resilience, respect and ambition
Nurturing school through care, compassion and friendships
Developing school through wisdom, faith and fun
Sharing school through kindness, celebration and love

Governors' Allowances Policy

Written: May 2022

Written By: Joe Cooper

Reviewed By: Ray Tate

Ratification date: May 2022

Ratified by: Full Governing Board

Review date: May 2025



Governors' Allowances Policy

This policy statement has been developed in accordance with the School Governance

(Roles, Procedures and Allowances) (England) Regulations, 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenditure which they may incur in carrying out their duties. The Governing Body believes that paying governors allowances, according to specific categories as set out below, is important to ensure equality of opportunity for all members of the community to serve as governors and is an appropriate use of school funds. The specific items allowable reflect this objective.

All governors and associate members of All Saints' Church of England Primary School will be entitled to claim allowances, limited to actual cost incurred, providing:

1. The allowance is incurred in carrying out their duties as a governor or representative of All Saints' Church of England Primary School; and
2. It is agreed by the Chair (or Vice Chair, in the event of a claim by the Chair) that the allowance is justified, **before** any reimbursable costs are incurred; and
3. The allowance falls under the following categories:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
 - Care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - Extra costs incurred in performing their governor duties, either because a governor has special needs or because English is not their first language;
 - Travel to/from governor meetings and training courses, where attendance was agreed by the Governing Body. Where own transport is used, reimbursement is payable at a rate which does not exceed the specified rate for school personnel (currently 45 pence per mile);
 - Travel and subsistence costs associated with attending national meetings or training events, where attendance was agreed by the Governing Body. Where own transport is used, reimbursement is payable at the prevailing rate as specified by HM Revenue and Customs, unless costs can be claimed from the LA or any other source;
 - Telephone call charges, photocopying, stationery, and postage. Where the Governing Body has agreed to operate on a paper-light/less basis, the cost (printer, paper, toner, ink cartridges) of printing out material provided in soft form purely for personal preference is **not** reimbursable; governors requiring a printed copy may make reasonable use of school printing facilities on request
 - Any other justifiable allowance, pre-approved by the full Governing Body.

The Governing Body acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.
- Governors wishing to make claims should complete the claim form in Appendix 1, attach receipts or other available supporting evidence (e.g. statement showing payment) and return it to the School Office within two weeks of the date when allowances were incurred in an envelope marked for the attention of Chair of governors.

The Chair should review claims within 2 weeks and, if approved, will pass the claim to the School Business Manager for payment.

Where the Chair of Governors is claiming an allowance under this policy, the claim should be taken to the Headteacher for approval and passed to the School Business Manager for payment.

Claims will be subject to independent audit and may be investigated by the Chair, Vice Chair or other nominated Governor if they appear excessive or inconsistent.



Governors' Allowances Policy

APPENDIX 1

Governor Allowances Claim Form

All Saints' Church of England Primary School

Governor Name:				
Address:				
Position (circle as appropriate) :	Chair	Vice Chair	Governor	Other
Claim Date / Period:				

I claim the total sum of £..... for governor allowances as detailed below.

I confirm I have attached relevant receipts to support my claim.

Signed _____

Date _____

Allowable Expenses	£	p
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support with special needs		
Support where first language is not English		
Travel to local meetings/training courses		
Travel/subsistence to attend national meetings or training events		
Telephone call charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

This form should be handed to the School Office in an envelope FAO Chair of Governors.

Approved _____ Position _____ Date _____

Once approved, this form should be passed to School Business Manager.