

Governors' Allowances and Expenses 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. St. Michael's CE (Cont) Infant 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 it an appropriate use of school funds. The specific items allowable reflect this objective.

From May 2008 all governors of St. Michael's CE (Cont) Infant School will be entitled to claim the actual costs, which they incur as follows:

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 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 a rate which does not exceed the specified rates for school personnel;
- 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 meeting 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.

The Governing Body at St. Michael's CE (Cont) Infant 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 (attached and available 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 Resources and Premises to be presented to the Resources and Premises Committee for approval.

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

Date agreed by Governors: May 2022

St. Michael's CE (Cont) Infant School
Claim form for Governor Expenses

Name:	School:
Address:	Date:

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

Signed.....

	£
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	
Others (please specify)	
TOTAL EXPENSES CLAIMED	

Claim authorised by Headteacher

..... Chair of Governors/Chair of Resources and Premises Committee

This form should be submitted to the school finance officer.

Agreed by Governors: May 2022