



"Where children come first"

Governor Allowances Policy

Version: 1.00

Date Released: 12th July 2017

APPROVAL & ADOPTION

This policy was formally agreed and adopted at a Full Governing Body Meeting held on:

12th July 2017

UPDATE SCHEDULE

Version	Date	Reason for Update
1.00	12/07/17	First Version post de-Federation

GOVERNORS ALLOWANCES POLICY

Rationale:

The Governing Body of Aylesham Primary School endorses fully that Governors should not be financially burdened by being a Governor at the school and that any travelling or other out of pocket expenses should be reimbursed from the school.

Declaration:

Aylesham Primary School will have regard for all legislation, including and Government and / or Kent County Council regulations.

The policy has been informed by the LEA policy and the DfES guidance and developed in accordance with the Education (Governors' Allowances) Regulations 2003.

Policy Statement:

These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Governors for certain expenses which they incur in carrying out their duties. The Aylesham Primary School Governing Body believes that paying Governor 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.

All Governors of Aylesham Primary School will be entitled to 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 Aylesham Primary School, and are agreed & approved by the Headteacher.

Governors will be able to claim for the following, on a case-by-case basis:

1. The cost of travel relating only to travel to meetings/training courses at a rate that does not exceed the current specified rates for school support personnel; £0.45 per mile.

2. 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;
3. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
4. Telephone charges, photocopying, printing, stationery, postage etc;
5. Any other justifiable allowances, including carers allowance.

The Governing Body at Aylesham Primary 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 should complete a claims form (available on the Governing Body document storage area) attaching receipts where possible, and submit it to the School Business Manager who will arrange for it to be approved by the Headteacher, processed and paid.

Where possible all claims should be submitted within three months of the date when the expense allowance occurred and at the latest by 31st March so that the expenditure can be accounted for in the correct financial year.

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

EQUAL OPPORTUNITIES STATEMENT

Aylesham Primary School is committed to the positive promotion of equal opportunities for all.