

KING'S OAK PRIMARY SCHOOL



GOVERNORS' ALLOWANCE POLICY

2017/2018

Signed by Chair of Governors: *Paul Davies*

Signed by Headteacher: *A.J. England*

Date: September 2017

Reviewed September 2017
Approved by FGB September 2017
Review September 2018

INTRODUCTION:

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. King's Oak 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 September 2014, all governors of King's Oak 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 King's Oak Primary School, and are agreed by the Governing Body.
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);
 - 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 45 (max) pence per mile which does not exceed the specified rates for school personnel;
 - Travel and subsistence costs, payable at the rates agreed by the Governing Body, associated with attending national meetings 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 King's Oak 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, once prior approval has been sought, should complete a claims form (obtainable from the School Business Manager), attaching receipts where possible, and return it to the School. They will be submitted for approval by the Chair of Governors (or Chair of the Finance in respect of the Chair of Governors) and School Business Manager. Expenses should preferably be claimed within the term in which they occurred or definitely within that academic year. Should a Governor have a significant claim eg attending a conference which resulted in a substantial cost then the claim could be made straightaway.

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

The Finance and Premises Committee will allocate an agreed amount to this budget heading at the beginning of the financial year. As the year progresses if it is anticipated that insufficient funds are available any additional allocation will be considered by the Finance and Premises Committee

King's Oak Primary School

Governor Expenses Claim Form

Name:	
Address (incl postcode):	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	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This form should be submitted to the School Business Manager

Approved:..... School Business Manager

Approved;..... Chair of Governors

Date:.....

Expenses Pay Date:.....

Received:..... (Governor Signature)