



Hartford Primary School

Governor Allowances

Policy

Updated: 22nd March 2018

To be reviewed: 22nd March 2019

Author: Headteacher

Signature of Headteacher:

Signature of Chair of Governors:

HARTFORD PRIMARY SCHOOL

Governor Allowances Policy

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. Hartford 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.

All governors of Hartford Primary School will be entitled to claim the actual costs, which they incur, providing the allowances are incurred solely in carrying out their duties as a Governor of Hartford Primary School and are agreed by the Full Governing Body that they are justified before any reimbursable costs are incurred.

Allowances

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 meeting/training courses at a rate of 24 pence per mile 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 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 Hartford Primary School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for a loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, where necessary, 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. The claims form will be submitted for approval by the Chair of Governors, or be presented at the Full Governing Body for final approval.

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

This policy will be reviewed annually.

Governors' Expenses Claim Form

Name:	Name of School:
Address:	Date:
Post Code:	Claim Period:

	Cost
Childcare/Babysitting expenses	
Care arrangements for an elderly or dependant 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	
Stationary	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

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

Signed.....

Date: