



Governors' Allowances Policy

This policy meets the statutory requirement for the provision of Governors' Allowances (Schemes for Paying) Policy

Date approved: November 2016
Date of Next Review: September 2018



Article 28

Every child has the right to an education.

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 expenses which they incur in carrying out their duties. Wildmoor Heath 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 Wildmoor Heath Primary School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing they are incurred in carrying out their duties as a governor or representative of Wildmoor Heath School and are in the categories agreed by the Governing Body.
2. Governors have the standing right to claim for the following:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner) incurred by attending a meeting;
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) incurred by attending a meeting;



3. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
- 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 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 Wildmoor Heath Primary School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings;
- Governors can only claim incurred cost (that is, the cost must have been incurred by the governors before it can be reimbursed);
- Governors should decide for themselves whether or not to claim;
- Governors should be able to claim without embarrassment;

Governors wishing to make claims under these arrangements (and where appropriate, prior approval has been sought) should complete an expenses form (obtainable from the School Office) and return it to the School Business Manager (SBM) within two weeks of the date when the allowances were incurred. **No claims can be paid without a receipt or similar evidence of expenditure.**

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance & Buildings Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.