



Reviewed on:	30 th January 2020
Next Review:	January 2022
Staff Responsibility	-
Governor responsibility	FGB
Signed by Chair	

Governor Allowances Policy

This policy has been developed in accordance with the Education (Governors Allowances) Regulations 2003. These regulations give Governing Boards 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. Barton Primary School Governing Board believes that paying 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 9th October 2013 all Governors 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 Barton Primary School and are agreed by the Chair of the Governors as justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following on a case by case basis and with the prior approval of the Governing Board.
 - Childcare or baby-sitting allowances (excluding payments to 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 0.65 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 Board at Barton Primary School acknowledges that:

- Governor members will not be paid an attendance allowance
- Governor members will not be reimbursed for loss of earnings

Governor members wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the school office or print from this policy), attaching receipts when possible and return it to the school within two weeks of the date when the allowances were incurred. They will be submitted for approval to the Chair of the Governors.

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

Claims Form

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

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

Signed.....

	£	p
Childcare/baby-sitting expenses		
Care arrangements for elderly/dependent relative		
Support for Governors/members with special needs		
Support for Governors/members 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, Barton Primary School.