



Governors' Allowances Policy

Committee Responsible – Resources
Last review: July 2017
Next Review: July 2020

Governors' Allowances Policy

This policy statement has been developed in accordance with The Education (Governors' Allowances) (England) 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. St Peter's Catholic School Governing Body believes that paying such governors' allowances, in relation to the 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 St Peter's Catholic School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing such allowances are incurred in carrying out their duties, whether as a Governor or representative of St Peter's Catholic School, and it is agreed by the Resources Committee that they are justified.

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 46 pence per mile (or such other rate as approved by HM Revenue and Customs) and which does not exceed the specified rates for school staff;
- 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;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances (as determined by the Resources Committee or full Governing Body)

The Governing Body at St Peter's Catholic 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 Finance Office), attaching receipts where possible, and return it to the School Finance Office within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Resources to be presented to the Resources Committee (which meets at least once per term) for final approval (note that such approval may be retrospective to ensure prompt payment of claims)

All claims will be subject to the same level of scrutiny and approval as for any claim from a member of staff.

Claims are subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resources in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed every three years.