



Governors Allowance/Expenses policy

Governors Allowance Policy

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. Marsh Lane 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.

From the date of appointment all governors of Marsh Lane 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 Marsh Lane Primary School, and are agreed by the Chair of Governors that they are 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 Chair 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 meetings/training courses at the specified rates for school personnel;
- Travel and subsistence costs at 17p per mile using AA Route Planner taken from the Governors house to the destination.
- Telephone charges, photocopying, printing, stationery, postage etc;
- Any other justifiable allowances.

The Governing Body at Marsh Lane 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 Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. All claims are to be made using the Governor's Claim Form (appendix 1).

3. Where the Chair of Governors is a designated National Leader of Governors expenses will be paid in accordance with NCTL guidance.

Review

The next review of this policy is in 3 years time in 2022

Reviewed by Fiona Marsh

Date: 9.9.19

Reviewed by RMC



Governors' Claim Form

Name:		Period of Claim
Address:	Vehicle Details	Vendor No:
Minute Number(s) if applicable:		

I certify that the expenditure detailed overleaf was actually and necessarily incurred in connection with my duties as a Governor of Marsh Lane Primary School. Relevant receipts are attached to support my claim for reimbursement of expenses. Where mileage expenses are claimed I confirm that a motor vehicle policy is in place covering me to use the vehicle stated for business purposes which indemnifies the School against third party claims.

Signed _____ Date _____

I confirm that I have checked and approved the expenses claimed overleaf.

Signed (Chair of Governors) _____ Date _____

[illegible]