

Redfield Edge Primary School

Policy Statement on

Governor's Allowance & Expenses

Responsibility: Finance & Premises Committee
Date of review: October annually

1. Rationale/Purpose

The Education (Governor's Allowances) Regulations 2003 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. Redfield Edge Primary School does not require governors to claim allowances but recognises that paying governor expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors, for all members of the community.

2. Guidelines

Travel – travel expenses can be paid to attend approved Governor Training Courses.

The mileage allowance will be in accordance with the Local Authority's current rates.

Childcare or Babysitting Expenses – expenses can be paid where a Governor does not have a spouse, partner or other responsible adult to care for a child or children during a period when the Governor is attending a meeting of the Governing Body or one of its Committees.

Claims will be limited to reimbursing the actual costs paid.

Care Arrangements for an Elderly or Dependent Relative – Costs may be refunded in similar circumstances to child care.

Claim will be limited to reimbursing the actual amount paid to a person providing the care that the Governor would otherwise have provided during their period of absence.

Telephone Charges, Postage, Stationery and Photocopying Charges – Expenses may be reimbursed where the Governor is unable to use the facilities of the school in the capacity as a Governor.

A written record and a receipt, if possible, should be provided. Claims will be limited to reimbursing the actual cost.

Remuneration – Governors will not be paid attendance allowances or be reimbursed for any loss of earnings.

3. Procedure to Follow

Entitlement and intention to claim should be confirmed with the Clerk to Governors prior to any expenses being incurred, wherever possible. (Where there is uncertainty over entitlement this should be referred to the Chair of Governors.)

Claims are to be submitted to the Clerk using the standard claims forms available within the School.

Claims must be accompanied by the appropriate supporting documentation and/or receipts.

The Clerk will be responsible for:-

- a) Verifying entitlement to the claim
- b) Forwarding the claim to Chair of Governors for authorisation.

Signed

Date

Position

Date of Review : November 2016

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