Snape Wood Primary and Nursery School

Excellence for All

'To provide excellence for all within a happy, safe, and stimulating learning environment'

GOVERNORS ALLOWANCE POLICY

Name of School: SNAPE WOOD PRIMARY AND NURSERY SCHOOL	
Date adopted by Governing Body: Spring 2021	
Date of next review:	Policy Reviewed Date:
Annually	Spring 2022
Signed **Shewley Choudhury** **(Headteacher)**	
Signed **Cheryl Cotterill** **(Chair of Governing Body)**	

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. Snape Wood Primary and Nursery School Governing Body believes that paying governors' 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 January 2012 all governors of Snape Wood Primary and Nursery 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 Snape Wood Primary and Nursery School, and are agreed by the Finance, Pupil and Personnel Committee 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 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 a rate in line with that recommended by the Local Authority staff mileage allowance.
   - 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 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 the Finance Committee.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of 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	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors 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 office.

Appendix

DfES Regulations: Paying Allowances to School Governors (September 2003)

Key Messages

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.

- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.

- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.

- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.

- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.

- Governor allowances will continue to be paid from the school's delegated budget.

- In schools without delegated budgets, the LEA may pay governor allowances.

The Education (Governors' Allowances) Regulations 2003 are available from The Stationery Office (ISBN
0-11-045135-X) or on the Stationery Office's website at:
http://www.legislation.hmso.gov.uk/si/si2003/20030523.htm

Guidance on the regulations can be found on Governor net:
http://www.governornet.co.uk/linkAttachments/GovernorAllowancesOct03.pdf