



GOVERNORS' ALLOWANCES POLICY

Governors' Allowances Policy for St Mary's C.E. School

Approved by Finance and Staffing Committee:
Date of next review:

March 2022
March 2024

GOVERNORS' ALLOWANCES POLICY

Regulation 28 of the Roles, Procedures and Allowances Regulations 2013 allows governing bodies to set up a scheme for the payment of allowances (out of pocket expenses) to members of the governing body, and associate members. These regulations make provision for allowances to be paid for any expenditure 'necessarily incurred by that person for the purpose of enabling him to perform any duty as a governor'. The Governing Body of St Mary's School 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.

All governors of St Mary's School are 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 St Mary's School, and are agreed by the Finance and Staffing 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 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 which does not exceed the specified rates for school personnel;
 - Travel and subsistence costs 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 at St Mary's 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 (see annex 1), 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 or Chair of Finance and Staffing Committee to be presented to the Finance and Staffing Committee (which meets at least once per term) for final approval.

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

This policy will be reviewed every two years.

ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL
GOVERNORS' ALLOWANCES POLICY (2022-2024)

Claims Form

Name:	Date
Address	
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
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:

Clerk to the Governors, St Mary's School Junior Site, Richmond Road, TW1 3AD
or sent by email to governors@st-marys.richmond.sch.uk

Claimants will be contacted directly for their bank details.