



Learn to Live
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HUNTINGTON CP SCHOOL

GOVERNORS' ALLOWANCES POLICY

2020

This policy will be reviewed every three years.

Approved by Full Governing Body on: 14.10.20



Signed by Chair of Governors:

Next review: Autumn 2023

This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. 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.

The Governing Body of Huntington Community Primary School 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.

All governors of Huntington Community 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 Huntington Community Primary School, and are agreed by the Chair or Vice 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 prior approval as in 1 above:
 - 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 determined by the Inland Revenue approved mileage rates. This should not exceed the specified rates for school personnel.
 - 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.

The Governing Body at Huntington Community 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, and attached as an Appendix). They should attach receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred. They will be submitted for approval by the Chair of Governors to be presented to the Head Teacher for final approval. A summary of Governor expenses will be presented annually to the Governing Body in the Summer Term.

Claims may be investigated by the Chair of Governors if they appear excessive or inconsistent.

Appendix

Governors' Allowances Claims Form

Name:	Name of School: Huntington Community Primary 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
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for a special need e.g. Braille interpretation		
Language support e.g. interpretation		
Travel to meetings/training courses not on school site		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Printing/Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

NB Please refer to the Governors' Allowances policy if claiming for postage/ printing/ photocopying/ stationery costs.

The completed claim form should be handed in to the school bursar in the office, with receipts where possible, within two weeks of the expenses being incurred.