

## **Governors Allowance Policy**

At Oldfield Primary School, we are dedicated to good practice and ensuring equality through school processes.

The Governance Handbook (Section 4.7.1 Paragraph 63) allows governing bodies of maintained schools, who have a delegated budget, to choose whether they wish to pay expenses to governors and associate members of the governing body, in order to reimburse any expenses they have incurred when serving as a governor.

This policy has been created with the aim of ensuring all governors and associate members who are members of the governing body, receive reimbursements for any expenses where the school has derived benefit from the individual serving their governing body.

This policy sets out the terms on which such allowances will be paid. By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

The legislation of governor's allowances is set out in the School Governance (Roles, Procedures and Allowances 2013).

### **What can Governors Claim expenses for?**

Members of the governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationary etc., (if unable to use facilities at school)
- Extra costs incurred because they have a special need or English as a second language
- Other justifiable allowances

This list is not exhaustive and the school may decide to reimburse in other instances; however, this must be discussed by the governing body.

This does not include an attendance allowance, or payment to cover loss of earnings.

### **How are expenses claimed?**

Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial or urgent

Claims should be made using a claim form, and submitted to the School Business Manager and will not be reimbursed unless authorised by the Headteacher. Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

### **Monitoring Arrangements**

This policy will be reviewed bi-annually by the governing body, unless there are any changes in circumstances. Any amendments will be presented at a meeting of the full governing board.

## Governors Allowance Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party. e.g. child carer

### Section One

Name of Governor		Date:
Date of Expenditure:	Details of Expenditure:	Claim:
Total Claim:		£

(To be completed once authorisation of the claim has been approved)

I certify that the above expenses are actual and necessary , and confirm that cash/cheque has been received

Signature of Governor:		Date:
Signature of Headteacher:		Date:
Reimbursed by (name):		Date:

### Section Two

Duty of service' e.g., Childcare:	
Name	
Amount received (£)	
Signature:	
Date:	