

Governor Allowance Policy – January 24

This statement has been developed in accordance with the Education (Governor's allowances) regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget to governors for certain allowances which they incur in carrying out their duties. St Mary of the Angels Governing Body believes that paying governor 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 funds. The specific items allowable reflect this objective.

From 1st April 2009, all governors of St Mary of the Angels 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 St Mary of the Angels, and are agreed by the Governing body 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 of the governing body:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner)
 - Cost of care arrangement for an elderly or dependant relative (excluding payment to a current/former spouse or partner)
 - The extra costs they incur in performing their duties either because they have a special need or because English is not their first language.
 - The cost of travel relating only to travel to meetings/training courses at the current rate for school personnel.
 - Travel and subsistence costs, payable at the current rates specified by the secretary of state for the environment, transport and 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 and postage, etc
 - Any other justifiable allowances

The Governing Body at St Mary of the Angels acknowledge that:

- Governors may not be reimbursed for loss of earnings
- Governors may not be paid attendance allowance

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form, (from the school office), attaching receipts, and return 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.

Claims will be subject to independent audit and may be investigated by the chair of Governors if they appear excessive or inconsistent.

This policy will be reviewed annually.

Signed _____ Date _____

St Mary of the Angels

Governor allowances Claim form

Name:	School: St Mary of the Angels Primary
Address:	Date:
Post Code:	Claim month

I claim the total sum of £_____ for governor expenses a detailed below. I attach relevant receipts to support of my claim.

Signed_____ Date_____

	£
Childcare / Babysitting expenses	
Care arrangements for an elderly or dependant relative	
Support for Governors with additional needs	
Support for Governors whose first language is not English	
Travel to meetings / courses	
Travel / subsistence to national meetings or training events	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other - please specify	
Total Claimed	

Please return this form to:

St Mary of the Angels Catholic Primary School
Rossall Grove
Little Sutton
Ellesmere Port
Cheshire
CH66 1NN

Approved by Chair of Governors _____

Date: _____

Office use: Date & reference of payment made to Governor _____

