



# Hunnyhill Primary School

Date of Review	27 <sup>th</sup> February 2018
Next Review Due	February 2020
Staff Responsibility	-
Responsibility FGB/Committee	FGB
Signed by Chair of Governors	

## Governors Allowances

This policy 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. Hunnyhill Primary School governing Board 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.

**From 1<sup>st</sup> April 2014 all governors 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 Hunnyhill Primary School and are agreed by the Chair of the Governing Board or Chair of the relevant committee that they are justified before any reimbursable costs are occurred.
2. Governors will be able to claim for the following on a case by case basis and with the prior approval of the Governing Board.
  - Childcare or baby-sitting allowances (excluding payments to current/former spouse or partner)
  - Cost of care arrangements for an elderly or dependant 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 of 24pence per mile which does 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 LA or any other source.
  - Telephone charges, photocopying, stationary, postage etc.
  - Any other justifiable allowances

**The Governing Board of Hunnyhill Primary School acknowledges that:**

- Governors will not be paid an attendance allowance
- Governors will 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. They will be submitted for approval by the Chair of the Governing Board or Chair of the relevant committee.

Claims will be subject to independent audit and may be investigated by the Chair of the Governing Board or Chair of the relevant committee if they appear excessive or inconsistent.

**Claims Form**

<b>Name:</b>	<b>Name of School:</b>
<b>Address:</b>	<b>Date:</b>
<b>Post Code:</b>	<b>Claim Period:</b>

I claim the total sum of £..... for governor expenses as detailed below; I have attached relevant receipts to support my claim.

Signed.....

	£	p
Childcare/baby-sitting expenses		
Care arrangements for elderly/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		
Stationary		
Other (Please specify)		
<b>TOTAL EXPENSES CLAIMED</b>		

This form should be submitted to the School Business Manager, Hunnyhill Primary School