Hardwick Primary School

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Governors Allowance Policy

School Leader:	**J Gallimore**	
Link Governor:	**K Miah**	
Policy Approved	**Signed: K Miah**	**Date: 18.06.15**
Policy Reviewed	Signed: K Miah	Date: 16.06.16
Policy Reviewed	Signed: C Sayers	Date: 07.06.18
Policy Reviewed	Signed:	Date:
Policy Reviewed	Signed:	Date:

Governors Allowance Policy

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Board of Governors 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.

Hardwick Primary School Board of Governors 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.

School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the Local Authority at a rate determined by them.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

From 1st September 2014, all governors of Hardwick 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 Hardwick Primary School, and are agreed by the **Board of Governors/Resources 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 Board of Governors:

    - Childcare or baby-sitting allowances (excluding to a current/former spouse or partner);
    - Cost care arrangements for an elderly or dependent relative (excluding 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 40 pence per mile, over 5 miles from their registered address;
    - 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, stationery, postage etc'
- Any other justifiable allowances

The Board of Governors at Hardwick 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 arrangement, once prior approval has been sought, should complete a claims form (see appendix A), attaching receipts, and return it to the school within two weeks of the date when allowances were incurred, when they will be submitted for approval by the Chair of the Board of Governors or Chair of the Resources to be presented to the Resources Committee for final approval.

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

This policy will be reviewed by the Board of Governors on an annual basis

Appendix A **Governors Claim Form**

Name:	Name of School: Hardwick Primary School
Address:	Date:
Postcode:	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	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 Governors
Hardwick Primary School
Dover Street
Derby
DE23 6QP