

# Alexandra Primary School

## Governors' Allowances Scheme



This policy statement 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.

Alexandra Primary School 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 school funds. The specific items allowable reflect this objective.

From the date of appointment all governors of Alexandra 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 Alexandra Primary School, and are agreed by the 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 the prior approval of the Chair of the Governing Body.:
  - Childcare or babysitting 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 the specified rates for school personnel;
  - Travel and subsistence costs, payable at a reasonable rate, agreed in advance, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
  - Car Parking charges (excluding penalty fines)
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

The Governing Body at Alexandra Primary School acknowledges that:

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

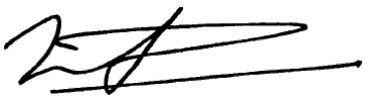
Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office),

attaching receipts for all claims over £10.00 and where possible for under £10.00, and returned to the school business manager for checking within two weeks of the date when the allowances were incurred, following this they will be submitted for authorisation by the Chair of Governors (any claims from the Chair will be authorised by the Headteacher).

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

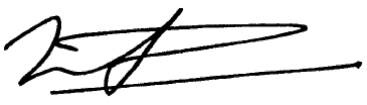
This policy will be reviewed every two years.

Date of ratification: July 10<sup>th</sup> 2012

Signed  (Chair of Governors)

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Reviewed: 10<sup>th</sup> March 2016

Signed  (Chair of Governors)

## Governor Expenses Claim Form

Name:

Name of School: Alexandra Primary

Address: Western Road, London N22 6UH

Date:



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

Signed \_\_\_\_\_ Date \_\_\_\_\_

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

Car Parking

Telephone Charges

Postage

Photocopying

Stationery

Other (please specify)

**TOTAL EXPENSES CLAIMED**

This form should be submitted to the School Business Manager who will seek authorisation from Chair of Governors