



DIOCESE OF CHESTER

**ASTBURY ST MARY'S  
CHURCH of ENGLAND PRIMARY SCHOOL**

**GOVERNORS ALLOWANCES**

**POLICY**

# ASTBURY ST MARY'S

## CHURCH of ENGLAND PRIMARY SCHOOL

### Governors' Allowances Policy

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. Astbury St Mary's Church of England Primary School Governing Body believes those 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.

**From 1 April 2009, all governors of Astbury St Mary's Church of England 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 Astbury St Mary's Church of England Primary School, and are agreed by the Finance 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 two (2) members of the Finance Committee.
  - Childcare or baby sitting allowances (excluding payments to a current or former spouse or partner. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current or former spouse or partner); Costs may be refunded in similar circumstances to child care. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the Governor would have provided during the period of their absence.
  - 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/ or authorised training courses or in the performance of any duty on behalf of the Governing Body at the current rate set by the East Cheshire Council and at a rate that does not exceed the specified rate for staff travel. Public Transport costs incurred will be limited to second class fares.
  - Telephone charges, photocopying, stationery, postage etc may be reimbursed where a Governor is unable to use the facilities of the school in the performance of any duty on behalf of the Governing Body. Governors must keep a written record or obtain a receipt relating to any expenditure incurred. Claims will be limited to reimbursing actual costs.
  - Any other justifiable allowances authorized by the Governing Board.

**The Governing Body at Astbury St Mary's Church of England 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 Admin Officer), attaching receipts where possible, and return it 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 (or in respect of the Chair of Governors) the Head teacher. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or in respect of the Chair of Governors) by the Board of Governors if they appear excessive or inconsistent.

This policy will be reviewed annually.

Approved for Issue.

Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

Head teacher \_\_\_\_\_ Date \_\_\_\_\_

Claims Form

<b>Name:</b>	<b>Name of School:</b> ASTBURY ST MARY'S
<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	P
<b>Child care/Babysitting expenses</b>			
<b>Care arrangements for an elderly or dependent relative</b>			
<b>Support for governors with special needs</b>			
<b>Support for governors whose first language is not English</b>			
<b>Travel to authorized meetings or training courses</b>			
	XXXX	XXXX	XXXXXX
<b>Telephone Charges</b>			
<b>Postage</b>			
<b>Photocopying</b>			
<b>Stationery</b>			
<b>Other (please specify)</b>			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to:

The School Admin Officer (for referral to the Chair of Governors)

Authorised signature. \_\_\_\_\_

Date \_\_\_\_\_

## **Statutory Regulations: Paying Allowances to School Governors (September 2003)**

### **Key Messages**

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.