



Rivermead Primary School

Policy on Governors Allowances (Expenses)

Committee Responsible: FGB

Date of Ratification by Full Governing Body: 10/12/2015
Minute Reference:

Date of Next Review: November 2017

Document History

Version	Date of Review	Changes/Comment
	November 2012	
	November 2015	No changes

Allowances (Expenses) Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) (England) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenditure incurred while carrying out their duties.

Under the regulations the school is not allowed to pay:

- Attendance allowance;
- Reimbursement for loss of earnings.

However, Rivermead Primary School Governing Body believes that paying governors' expenses in specific categories as set out below is important to ensure equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds.

From 1st April 2012, all governors of Rivermead Primary School will be able to claim for the following, on a case-by-case basis and with the prior approval of the Finance and Premises Committee of the Governing Body:

- Childcare or baby-sitting allowances (excluding payments to a family member or former spouse or partner.)
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a family member or 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 not held at RPS at the same rate set for school personnel which is the Inland Revenue Authorised Mileage Rate as published from time to time.
- Travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source;

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 expenses were incurred. The Chair of Finance will monitor all claims.

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

This policy will be reviewed every three years.

Relevant Documents

The Education (Governors' Allowances) (England) Regulations 2003 - available from The Stationery Office (ISBN 0-11-045135-X) or on the Stationery Office's website at:

<http://www.legislation.hmso.gov.uk/si/si2003/20030523.htm>

The full text of the DfES' Guidance can be found on Governornet at:

<http://www.governornet.co.uk/linkAttachments/GovernorAllowancesOct03.pdf>

Appendix 1

Rivermead Primary School Governor Expenses Claims Form

Name:	
Address	Date:
Post Code	Claim Period:

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

Signed.....

	Amount
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 Eng	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This form should be submitted to:

Noelene Bradley (School Business Manager)