



Governors' Allowances Policy

Aim:

- That the Governors of the school should be entitled to claim allowances if these are in when carrying out their duties as a Governor or a representative of the school
- Governors may not be paid attendance allowances
- Governors may not be reimbursed for loss of earnings

Objectives

- To ensure equality of opportunity for all Governors to undertake their duties without cause for hardship
- That volunteers as potential Governors are not disadvantaged by extra costs involved

Attached information for implementation of policy:

- Policy statement
- Approval of expenses
- Method of claiming
- Audit

Review:

This policy was approved by Governors June 2016

Signed:

Chair of Governors

Signed:

Headteacher

Review date: June 2022

Policy Statement

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. Crowdys Hill School Governing Body believes that paying governors' allowances 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.

Approval of Expenses

The Chair of the Finance committee will approve claims of up to £15.00. Above this amount the Chair of Governors will need to approve claim.

Method of Claiming

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred addressed to the Chair of the Finance Committee. (Appendix I)

Audit

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.

APPENDIX I

Governor Allowances Claim Form

Name:	Name of School:
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.....

This form should be submitted to:

The Chair of the Finance Committee
Crowdys Hill School
Jefferies Avenue
Swindon
SN2 7HJ