

**Stewart Headlam  
Primary School  
2018  
Governors  
Allowance Policy**



**Stewart Headlam  
Primary School**

This policy statement has been developed in accordance with the Education (Governor's Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowance which they incur in carrying out their duties. Stewart Headlam Primary School's Governing Body 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.

**All governors of Stewart Headlam 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 Stewart Headlam 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 prior approval of the Governing Body:
  - Childcare or baby-sitting allowances (excluding payments to a current/former spouse of 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 because they have special needs or because English is not their first language;
  - Cost of travel to meetings and training, other than termly governors' and committee meetings held at the school;
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and Regions, associated with attending national meetings or training. These costs can be claimed from the LEA or any other source;
  - Telephone charges relating to school business and governance, photocopying, stationery, postage etc.;

**The Governing Body at Stewart Headlam 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 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 Finance to be presented to the Finance Committee (which meets at least once per term) for final approval.*

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

*This policy will be reviewed annually.*

Signed \_\_\_\_\_

Date \_\_\_\_\_

*(Chair of Governors)*

Claims 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 .....

	£	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)			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to the School Business Manager in the school office.