



Hollinswood Primary School & Nursery

Governors Allowances Policy

February 2022

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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. Hollinswood Primary School & Nursery 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 and so is an appropriate use of school funds. The specific items allowable reflect this objective.

From September 2014, all governors of Hollinswood Primary School & Nursery 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 Hollinswood Primary School & Nursery and are agreed by the Finance & Personnel Committee that they are justified before and 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 Governing Body.
 - The cost of travel relating only to travel to meetings/training courses at a rate which does not exceed the specified rates for school personnel.

The Governing Body at Hollinswood Primary School & Nursery 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, 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 to the Finance & Personnel Committee.

Claims will be subject to independent audit and may be investigated by the Chair of Governors or Chair of the Finance and Personnel Committee if they appear excessive or inconsistent with this policy.

Model Claim Form

Name:	School:
Address:	Date:
Post code:	Claim period;

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

Signed.....

Date.....

	£	p
Child Care/Babysitting		
Care Arrangements for Elderly/Dependent Relative		
Support for Governor with Special Needs		
Support for Governor whose First Language is not English		
Travel to Meetings/Training Events		
Travel/Subsistence to National Meetings or Training Events		
Postage		
Photocopying		
Stationery		
Telephone Charges		
Other (please specify)		
TOTAL CLAIMED		

This form should be submitted to Donna O'Reilly – School Business Manager

DCSF\ Regulations: Paying Allowances to School Governors (Sept 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 for 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.
- In schools without delegate budgets, the LA may pay governor allowances.

Policy Review

This policy will be reviewed every 3 years.