



Talavera Junior School
GOVERNORS ALLOWANCES POLICY

Document Name: **Governors Allowances Policy**

Last reviewed: **February 2022**

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Signed: _____ **(Policy Owner)**

Print Name: _____

Review Date: _____

Signed: _____ **(Governor Approval)**

Print Name: _____

Approval Date: _____



Talavera Junior School
GOVERNOR ALLOWANCES POLICY

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations DFE 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. Talavera Junior 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 Talavera Junior 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 the Schools, 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 the Governing Body:

Childcare or babysitting allowances (excluding payments to a current/former spouse or 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 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 at a rate per mile which does not exceed the specified rates for school personnel;

Travel and subsistence costs, payable at the current rates specified by the Secretary of State, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;

Telephone charges, photocopying, stationery, postage etc;

Any other justifiable allowances.



The Governing Body at Talavera Junior 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 Offices), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred. Expenses will then be submitted for approval by the Chair of Governors or Chair of Finance and be presented to the Finance Committee (which meets at least once per half 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 of the Chair of Governors) if they appear excessive or inconsistent.

This policy was written using guidelines from the DFE 'Paying Allowances to School Governors' (2013).



GOVERNOR ALLOWANCES CLAIM FORM

Name of Governor:	Name of School: Talavera Junior School T
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(Governor) Print name

	£	P
Childcare/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		
TOTAL EXPENSES CLAIMED		

This form should be submitted to the clerk to the Governing Body c/o Talavera School office

Signed		Chair of Governors/Finance	Date:
Authorised		Finance Committee	Date: