

# Mesne Lea Primary School

## Policy for Governors' Allowances

<b>Authorised by</b>	Governing Body
<b>Date of authorisation</b>	
<b>Review date</b>	May 2021
<b>Equality Impact Assessed</b>	Model Policies EIA by Salford LA

## **MESNE LEA PRIMARY SCHOOL**

### **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. The Mesne Lea School 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.

**From January 2011 all governors of Mesne Lea School will be entitled to claim the actual costs, which they incur as follows, and normally to a maximum of £50 per Governor, per academic year:**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a governor or representative of Mesne Lea Primary School, and are agreed by the General Purposes 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 baby sitting allowances (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to 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 costs of travel relating only to travel to meetings/training courses 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 for the Environment, Transport and the Regions, 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 of Mesne Lea 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 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 Governors

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

This policy will be reviewed every two years.

**Governors’ Expenses Claim Form**

<b>Name:</b>	Mesne Lea Primary School
<b>Address:</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

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

Signed.....

	£...	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 Headteacher/ Chair of Governors

Mesne Lea Primary School

Signed \_\_\_\_\_ Name \_\_\_\_\_

Head Teacher

Signed \_\_\_\_\_ Name \_\_\_\_\_

Chair of Governors

Date: