

St Lawrence CE Primary School



Allowances Policy for Governing Bodies

Ref : STLAW.020
Version 5.0

Revised: April 2018

Consultation with staff and Governors

and adoption of policy: Spring Term 2018

Review date: Spring Term 2019

1. Introduction

This policy 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. St Lawrence C.E Primary School Governing Body believes that paying governors' expenses is important in ensuring equality of opportunity to serve as governors and so is an appropriate use of school funds.

2. Allowable Claims

From August 2015 governors are entitled to claim the actual costs which they incur as follows:-

- Governors can claim allowances incurred in carrying out their duties as a governor or representative of the school and are agreed by the School Management Committee that they are justified before and reimbursable costs are incurred

3. Examples of Allowable Claims

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);
- Costs of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs incurred in performing duties because the governor has special needs or because English is not their first language;
- The cost of travelling to travel meetings/training courses which does not exceed the specified rates for school personnel;
- Travel and subsistence costs, payable at the current rates specified, associated with attending national meetings or training events unless these costs can be claimed from the Local Authority or another source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable expenses.

4. Examples of None Allowable Claims

Governors may **not** be paid an attendance allowance or reimbursed for loss of earnings.

5. Submitting Claims

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 expenses were incurred, when they will be submitted for approval to the Finance Committee.

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

This policy will be reviewed annually.

Appendix A – 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: Amanda Care, School Business Manager, St Lawrence C.E Primary School

Approval Information - Governors

Position	Chair of Governors/Parent Governor
Name	Mr Paul Evans
Signature	
Date	

Position	LA Governor
Name	Mrs Helen Ashby
Signature	
Date	

Position	Foundation Governor
Name	Rev H Morby
Signature	
Date	

Position	Foundation Governor
Name	Mrs P Jones
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Alison Moore
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Rachel Voiculescu
Signature	

Position	Staff Governor
Name	Mr Laith Al-Asmar
Signature	

Approval Information - School

Position	Executive Head Teacher
Name	Miss Helen Osterfield
Signature	
Date	

Position	Head of School / Class 1 Teacher
Name	Mrs Alison Moore
Signature	
Date	

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Position	Class 2 Teacher
Name	Mr Laith Al-Asmar
Signature	
Date	

Position	Class 3 Teacher
Name	Mrs Claire Standish
Signature	
Date	

Position	Class 1 & 3 Teacher
Name	Mrs Emily Barker
Signature	
Date	

Position	School Business Manager
Name	Mrs Amanda Care
Signature	
Date	

Position	School Administrator
Name	Mrs Michelle Stevens
Signature	
Date	

Position	HLTA
Name	Mrs Kerry Tudor
Signature	
Date	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Tracey Jenkins
Signature	
Date	

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Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Caroline Sankey
Signature	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Heather Kynaston
Signature	
Date	

Position	Teaching Assistant
Name	Mrs Anita Pollard
Signature	
Date	

Position	Apprentice
Name	Miss Olivia Meakin
Signature	
Date	