

POLICY FOR THE PAYMENT OF ALLOWANCES TO SCHOOL GOVERNORS

THE GOVERNING BODY OF # SCHOOL

Introduction

The Governing Body believes that governors should be able to claim reasonable allowances for legitimate expenses incurred in carrying out their duties. Allowances may be paid to Governors and any Associate Members of the Governing Body.

Any allowances paid must relate to actual costs incurred, except in the case of mileage costs/travel expenses, where any payment will not exceed authorised Inland Revenue mileage allowances. Other governors' expenses will be paid at a rate determined by the governing body on provision of a receipt and will be limited to the amount shown on the receipt.

Attendance allowances (ie payment for attending meetings) and payments for loss of earnings will not be paid.

Eligible Allowances

The governing body will pay allowances in relation to the following expenditure:-

- Child care/baby-sitting expenses (excluding payments to existing/former partner)
- Care arrangements for dependants (excluding payments to existing/former partner)
- Additional costs due to special needs or EAL
- Telephone charges, photocopying, stationery etc
- Travel outside the city boundary (limited to authorised Inland Revenue mileage allowances)
- Subsistence (for meals that would not otherwise have been purchased)

Claims

Any governor wishing to make a claim under the terms of this policy should complete the appended form and attach receipts. The form should then be returned to the school within two weeks of the date the expenses were incurred.

The Law

The Education (Governors' Allowances) (England) Regulations 2003 came into force on 1 September 2003, revoking the Education (Governors' Allowances) (England) Regulations 1999 (SI 1999/0703) from that date.

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CLAIM FORM

Name:	
Address:	

Date	Details of expenses incurred (see policy for eligibility)	Amount claimed or mileage

Please ensure you attach receipts.

I confirm that I have incurred the above expenses in carrying out my duties as a Governor/Associate Member of the school. I understand that claims will be subject to independent audit.

Signed _____

Date ___/___/___