

The Pilgrim School (a Church of England Primary with Nursery)

Governor Allowances Policy

Date agreed by governors: Sep 2019

Review by date: Autumn 2021

Signed: _____ Date: _____



The Pilgrim School Governing Body believes 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.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a Governor or representative of The Pilgrim School.

Governors will be able to claim for the following:

- 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 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
- Travel and subsistence costs – please refer to MAT Expenses Policy
- Any other allowances agreed by the LGB.

The Governing Body at The Pilgrim 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 should complete a claim form (obtainable from the School Office), 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 payment by the Business Manager.

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

The Pilgrim Church of England Primary and Nursery School is a member of



THE PILGRIM
MULTI ACADEMY TRUST

The Pilgrim School Governors' Expenses Claim Form

Name:

Address:

Post Code:

Telephone No:

Date:

Claim Period:

I claim the total sum of £..... for governor expenses as detailed below:

	Amount
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/subsistence to national meetings or training events	
Other (please specify)	

TOTAL EXPENSES CLAIMED:

I have attached relevant receipts to support my claim.

Signed:

This form should be submitted in a sealed envelope to:

The Business Manager,
The Pilgrim Multi Academy Trust

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