



# **BRADING CE CONTROLLED PRIMARY SCHOOL**

## **GOVERNORS' ALLOWANCES & EXPENSES POLICY INCLUDING CLERKING**

**Reviewed by the Governors**

**Date Agreed: June 2018**

**Review Date: June 2019**

**Signed: \_\_\_\_\_**

P. M. Redfern

**POLICY FOR GOVERNING BOARD  
ALLOWANCES  
AND EXPENSES INCLUDING CLERKING**

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Boards 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. Brading CE Primary School recognises 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. This policy will also include reimbursements to Clerks for expenses incurred in the undertaking of their clerking duties.

**MEMBERS OF THE GOVERNING BOARD (INCLUDING CLERKS) WILL BE ENTITLED TO CLAIM THE ACTUAL COSTS, WHICH THEY INCUR AS FOLLOWS:**

1. A budget code for the Governing Board will be included in the Schools' Annual Budgets and appear on the monthly monitoring sheet, with an annual amount being agreed by the Leadership and Management Committee, reflecting the expenses likely to be incurred, in particular the clerking expenses. This is to be reviewed annually.
2. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor Representative of the Brading CE Primary School, and are agreed by the Chair of Governors and/or the Leadership and Management Committee that they are justified before any reimbursable costs are incurred.
3. Governors will be able to claim for additional costs they incur in performing their duties, on a case-by-case basis and with the prior approval of the Governing Board:

(NB: please note that any consideration of expense claims will be reviewed as part of our school community inclusion ethos. We value the contribution of those who wish to support our school as a Governor and will make reasonable assessments of any potential expenses claim. Also to ensure that we meet our obligations under the Equality Act 2010. We will take account of each of the nine protected characteristics: age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race (including ethnic origin, language barriers) religion/belief or sexual orientation to ensure that we meet our Public Sector Equality Duty (PSED).

The list below is an example of claims (but please note the list is not exhaustive):

- Childcare or babysitting allowances (excluding payment 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 cost of travel relating only to travel to meetings/training courses at the current casual user rate as set by the Local Authority, which does not exceed the specified rates for school personnel.

4. Clerks will be able to claim for all stationery/office expenses incurred whilst undertaking their clerking duties. It is acknowledged by the Governing Board that the Clerk will undertake duties at home and is therefore entitled to reimbursement accordingly. Wherever possible, arrangements should be made for the Clerk to undertake duties within the school office environment.

**THE GOVERNING BOARD 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 expenses were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Leadership and Management Committee for final approval.

Clerks wishing to make claims should complete a claims form (obtainable from the School Office), attaching receipts and return to the School Administration Officer. Reimbursement should be made to the Clerk within two weeks of submission of claims form. Wherever possible the Clerk should prepare a list of regularly used items at the beginning of the academic year and the school should purchase these items.

Claims will be subject to independent audit and may be investigated by the Chair of Governors or Chair of Leadership and Management Committee if they appear excessive or inconsistent.

This policy will be reviewed annually.

**BRADING CE PRIMARY SCHOOL  
GOVERNORS ALLOWANCES CLAIMS FORM**

<b>Name:</b>	<b>Date:</b>
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<b>Address:</b>
<b>Postcode:</b>

	<b>Details of claim, e.g. training with dates of attendance</b>	<b>£.p</b>
<b>Childcare/Baby-sitting expenses</b>		
<b>Care arrangements for an elderly or dependent relative</b>		
<b>Support for Governors with special needs</b>		
<b>Support for Governors whose first language is not English</b>		
<b>Travel/subsistence to meetings/training events/Conferences</b>		
<b>Other – please specify</b>		
<b>TOTAL EXPENSES CLAIMED</b>		<b>£</b>
<b>Claim period</b>		

I claim the total sum of £..... for Governor Expenses as detailed above. I attach relevant receipts to support my claim.

Signed .....

This form should be submitted to the School Office at Brading C of E Primary School.