

Huntspill Community Federation



West Huntspill Primary School
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GOVERNORS' ALLOWANCES POLICY

Lead Person: John Micklewright

Policy Date: Spring Term 2015

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. Huntspill Community Federation Governing Body believes that paying 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 & so is an appropriate use of school funds. The specific items allowable reflect this objective.

All governors of Huntspill Community Federation will be entitled to claim the actual costs which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Huntspill Community Federation, & are agreed by the Business 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:
 - i. Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner);
 - ii. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - iii. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - iv. The cost of travel relating only to travel to meetings/training courses at a rate per mile which does not exceed the specified rates for school personnel;
 - v. Travel & subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport & the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;

- vi. Telephone charges, photocopying, stationery, postage etc;
- vii. Any other justifiable allowances.

The Governing Body at The Huntspill Community Federation acknowledges that:

- i. Governors may not be paid attendance allowance;
- ii. 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 where possible, & 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 & Chair of Business to be presented to the Business Committee (which meets at least once per term) for final approval.

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

This policy will also apply to the Clerk to the Governors in relation specifically to child care/baby sitting arrangements for approved training courses.