



## Discovery Primary Academy Governors' Allowances Policy

**Rationale** 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 expenses which they incur in carrying out their duties. The Governing Body believes that offering governors' allowances, 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.

### Policy

Governors and Associate Members of the Local Governing Committee will be entitled to claim reimbursement of any costs incurred in carrying out their duties, as a Governor or representative of the academy, provided that they are incurred for one or more of the following:

- Childcare or baby-sitting (excluding payments to a current/former spouse or partner);
- Care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs incurred in performing duties either because of special needs or because English is not the governor's first language;
- The cost of travel relating only to travel to Local Governing Committee meetings/training;
- Travel and subsistence costs associated with approved attendance at LA, regional or national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage, etc;
- Any other justifiable allowances, at the discretion of the Local Governing Committee.

All costs must have prior approval for re-imbursement from the Governors' Allowances Panel, constituted of the Chair of the Local Governing Committee and the Headteacher.

### The Local Governing committee at Discovery Primary Academy recognizes that;

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

### Rates

Travel and subsistence rates for re-imbursement will be at the rates payable to school staff.

### Claims

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, and return it to the academy within two weeks of the date the costs were incurred, whence they will be submitted for approval by the Local Governors' Allowances Committee. Claims will be subject to independent audit and may be investigated by the Chair of the Local Governors Committee if they appear excessive or inconsistent.

This policy was adopted by the governing body on 13<sup>th</sup> September 2016 and will be reviewed in Autumn 2019

Signed: ..... (Chair of Governors)

Date: .....