




Governors Allowance Policy

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| Policy Originator | Campsbourne |
| Committee Responsible | Resources and Premises Committee |
| Status | Recommended |
| Last reviewed | Spring 2023 |
| Ratified on | 13.07.2023 |
| Review period | Annual |
| Signed |  |

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. Campsbourne Schools and Children's Centre Governing Body believes 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.

From 1 January 2013, Campsbourne Schools and Children's Centre may be entitled to claim the actual costs, which they incur as follows:

1. Governors may be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Campsbourne Schools and Children's Centre, and are agreed by the Full Governing Body that they are justified before any reimbursable costs are incurred.

2. Governors may be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

- Childcare or babysitting 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;
- The cost of travel relating only to travel to meetings/training courses at a rate of 24 pence per mile which does not exceed the specified rates for school personnel;
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

Appendix 1

Model Claims Form

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|------------|-----------------|
| Name: | Name of School: |
| Address: | Date: |
| Post Code: | Claim Period: |

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

| | £ | P | P |
|--|---|---|---|
| Child care/Babysitting expenses | | | |
| Care arrangements for and elderly or dependent relative | | | |
| Support for governors with special needs | | | |
| Support for governors whose first language is not English | | | |
| Travel to meetings/training courses | | | |
| Travel/subsistence to national meetings or training events | | | |
| Telephone charges | | | |
| Postage | | | |
| Photocopying | | | |
| Stationery | | | |
| Other (please specify) | | | |
| TOTAL EXPENSES CLAIMED | | | |

This form should be submitted to the Finance Administrator in the school office: