

RIVERSIDE SCHOOL



Governor Allowances Policy

APPROVED BY GOVERNORS

RESPONSIBLE PERSON – HEADTEACHER

This policy 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. Riverside School Governing Board believes that paying governor 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 the date of appointment all governors of Riverside School 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 Riverside School, and are agreed by the Chair of Governors 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 Chair of the Governing Board:-

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner or family member);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner or family member);
- 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 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 LA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.
- Payments of allowances must only be made on provision of a receipt. The amount to be paid should be determined by the Governing Board and be limited to the amount shown on the receipt.

The Governing Board at Riverside 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, once prior approval has been sought, should complete a claims form as attached, including 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 approval by the Chair of Governors.

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

Governor Expenses Claim Form

Name:

Address

Date:

Claim Period:

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

Signed _____ Date _____

£

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 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 Chair of Governors