



**Governors' Allowances Policy**

<b>Date of Policy Issue: May 2018</b>	<b>Date of Policy Review: May 2021</b>
<b>Approved by:</b> Headteacher	<b>Date of Approval:</b> 17 May 2018
<b>Approved by:</b> Chair of Resource Committee	<b>Date of Approval:</b> 17 May 2018

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. The Clere School 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 April 2013 all governors of The Clere School will be entitled to claim the actual costs, which they incur as follows:

- Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of The Clere School.
- Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - Childcare or baby-sitting 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 or training courses at a rate of 30 pence per mile or the cost of public transport, providing a receipt is produced, which does not exceed the specified rates for school personnel;
  - Travel and subsistence costs, payable at a rate not exceeding the maximum level of the authorised HMRC mileage rate 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.

The Governing Body at The Clere 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 (obtainable from the School Business Manager), attaching receipts where possible, and return it to the School Business Manager **within two weeks of the date when the allowances were incurred**. Claims will be submitted for approval by the Chair of the Finance & Personnel Committee.

**Governors Expenses Claim Form**

<b>Name:</b>	<b>The Clere School</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

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

Signed.....

	£	p
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 – over 10 miles from home		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
<b>TOTAL EXPENSES CLAIMED</b>		

Completed Form to be returned to:

School Business Manager  
 The Clere School  
 Burghclere  
 Newbury  
 RG20 9HP