

## Overstone Primary School

### GOVERNORS' ALLOWANCES AND EXPENSES POLICY

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. Overstone Primary 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.

All governors of Overstone Primary School will be eligible to claim allowances for actual costs that arise during the conduct of their duty as a Governor or representative of Overstone Primary School. Legitimate costs are as follows:

- Care arrangements: Childcare or baby sitting costs or care allowances for an elderly or dependent relative (where these are not provided by a relative or a current/former spouse or partner); Maximum costs to be reimbursed will not exceed £7.50 per hour and £25 in total.
- 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 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;
- Any other justifiable allowances supported by receipts, such as printing costs, telephone calls (supported by an itemized telephone bill identifying the relevant calls) and postage.

The Governing Body at Overstone Primary School acknowledges that:

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

Governors wishing to make claims under these arrangements should complete a claims form (see Appendix 1, obtainable from the School Office), attaching receipts where appropriate, and return it to the School within one month of the date when the allowances were incurred. All claims will be submitted for approval by the Chair of the Finance and Personnel Committee and/or the Headteacher. Once approval has been given by the Chair and/or Head, the Bursar is authorised to settle the claim immediately and then report the details of the reimbursement to the Finance and Personnel Committee at the next meeting.

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

For support with stationery, printing and other administrative requirements governors should liaise with the school office.

Approved by Resources Governors on  
Ratified by Full Governing Body on  
For annual review

# Overstone Primary School Governor Allowances and Expenses Claims Form

|  |
|--|
| <b>Name:</b><br><br>(Please write your full name as you wish it to appear on the reimbursement cheque) |
| <b>Address</b>   |
| <b>Post Code</b>   |

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

Signed..... Date .....

|  | £ | 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                        |   |   |
| Travel/subsistence to national meetings or training events |   |   |
| Other (please specify)                                     |   |   |
| <b>TOTAL EXPENSES CLAIMED</b>                              |   |   |

This form should be submitted within one month of the expenses being incurred to the School Bursar.

**DfES Regulations: Paying Allowances to School Governors (September 2003)**

**Key Messages**

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the Governing Body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will be paid from the school's delegated budget.
- In schools without delegated budgets, the LEA may pay governor allowances.

**The Education (Governors' Allowances) Regulations 2003 are available from The Stationery Office (ISBN 0-11-045135-X) or on the Stationery Office's website at:**  
<http://www.legislation.hmsso.gov.uk/si/si2003/20030523.htm>

Guidance on the regulations can be found on Governornet:  
<http://www.governornet.co.uk/linkAttachments/GovernorAllowancesOct03.pdf>

