



Platt C.E Primary School **Governors' Allowances Policy**

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 allowances which they incur in carrying out their duties. Platt CE Primary School Governing Body believes that the payment of 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 September 2013, all governors of Platt CE Primary 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 Platt CE Primary School and are agreed by the Chair of Governors (or Vice Chair for claims from 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, subject to prior approval as detailed above:
 - 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/training courses, at the current HMRC Approved Mileage Allowance Payment Rate;
 - Travel and subsistence costs, payable at the current rates specified by HMRC, 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 Platt CE Primary School acknowledges that:

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

Once prior approval has been sought and costs have been incurred, governors wishing to make a claim should complete a claims form (obtainable from the GB clerk), attaching receipts where relevant. The form should be forwarded to the Chair of Governors (or Vice Chair for claims from the Chair of Governors) for approval, within two weeks of the date when the allowances were incurred. A summary of governors' expenses should be presented to the Resources Committee each term. Claims will be subject to independent audit and may be investigated by the Resources Committee if they appear excessive or inconsistent.

Platt CE Primary School
Governors' Allowances Claims Form

Name:	
Address	
Post Code	Claim Period: From.....to.....

	£	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		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

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

Signed..... Date.....
 (Governor making claim)

I approve the total sum of £..... for governor expenses.

Signed..... Date.....
 (Chair of Governors)

Claim form to be returned to the School Office for processing.