



# **BREWSTER AVENUE INFANT AND NURSERY SCHOOL**

  

# **GOVERNORS' ALLOWANCES**

This policy was ratified by the Full Governing Body on: 30<sup>th</sup> January 2019

Date for review (this policy will be reviewed every two): Spring 2021

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.

Brewster Avenue Infant and Nursery School Governing Body 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.

Governors will be entitled to claim the actual costs, which they incur, as follows:

1. Providing the allowances are incurred in carrying out their duties, as a Governor or representative of the School, and are agreed by the Headteacher as 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 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 cost of travel relating only to travel to meetings/training courses at the current rate 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 LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

The Governing Body 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, should complete a claims form, attaching receipts, 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 may be investigated by the Chair of Governors if they appear excessive or inconsistent.



## Governors' Expenses Claim Form

Name:

	Cost
Childcare/Babysitting expenses	
Care arrangements for an elderly or dependant 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	
Stationary	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	

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

Signed:..... Date:.....