



## **Governors' Allowances' Policy**

Ratified in Feb 2017  
Reviewed in May 25

Biennial review

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. Lawford C of E Primary 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 a governor 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 Lawford C of E 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 expenses are incurred in carrying out their duties, as a Governor or representative of Lawford Primary School, and are agreed by the Resources Committee that they are justified before any reimbursable costs are occurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the chair or vice chair of governors.
  - 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 travelling to meetings/training courses at a rate of 40 pence per mile which does not exceed the specified rates for school personnel;
  - Travel and subsistence costs, payable at the current rates associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;

**The Governing Body at Lawford C of E Primary 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 Office), attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were occurred, when they will be submitted for approval by the Chair of Governors or Chair of Resources Committee to be presented to the Resources Committee (which meets at least once per term) for final approval.

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

This policy will be reviewed every two years.