Governors' Allowances Policy

St Mark's CofE Primary School

Introduction

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. St Mark's 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.

All Governors of St Mark's Primary school will be entitled to claim the actual costs which they incur in attending meetings of the Governing Body, its committees or Hampshire Governor Services training sessions as follows:-

1. Childcare or baby sitting allowances, when these are not provided by a relative or current/former spouse or partner.

2. Cost of care arrangements for an elderly or dependent relative, where these are not provided by a relative or spouse or partner.

3. The cost of travel from their home or place of work (as appropriate) by the least expensive means possible. Rates at which allowances are paid are as follows:-
    a. For private car at the same rate as specified for school personnel.
    b. For public transport, actual cost incurred at standard class fares.
    c. Taxi costs will only be met with prior agreement from the Chair of Governors, in which case the reimbursement will be for the actual cost incurred.

Governors may also claim the following, on case-by-case basis and with the prior approval of the Chair of Governors (or Chair of Finance and Environment in respect of the Chair of Governors):

1. The extra cost they incur in performing their duties either because they have special needs or because English is not their first language.

2. Any other costs incurred as the result of fulfilling their role as Governor at St Mark's Primary School

The Governing Body at St Mark's acknowledges that:

1. Governors may not be paid attendance allowance.

2. Governors may not be reimbursed for loss of earnings.

Making a Claim

Governors wishing to make claims under these arrangements should complete a claims form (see Annex A).

Receipts must be supplied to support claims for reimbursement.

All claims must be submitted by the end of the term in which they were incurred.

Approval of Payment

Claims will be submitted for approval to the Chair of Governors and payment arranged. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance and Environment in respect of the Chair of Governors) if they appear excessive or inconsistent. The expense of the Chair of Governors will be submitted for approval to the Chair of the Finance and Environment Committee.

Monitoring

The Finance and Environment Committee will monitor the total amount of governors' expenses paid during each financial year as part of their routine budget monitoring.

Approved: Summer 2020, July 2022, July 2023, July 2024, May 2025, June 2026
Next Review: Summer 2027

Annex A

St Mark's Primary School Governors; Expense Claim Form

Name of Governor: ……

Term for which Claim Submitted: ……..

Care Arrangement

Date	Meeting/Course	Name of Carer	Hours	Total Claim /£

Travel

Date	Meeting/Course	Method of Travel	Miles	Total Claim /£

Other

Date	Meeting/Course	Details	Total Claim /£

Total Claim /£:

I confirm I have incurred these costs while performing my role of Governor at St Mark's Primary school. I would like to claim reimbursement. I have attached supporting receipts.

Signed: ……

Date: ……

Approved (Chair of Governors): ……

Office Use:

Date Paid: ……

Amount Paid: ……..

Payment Method: ……