



Lincoln Bishop King CE Primary School

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Governor Allowances Policy

Approved by Governors: 24th January 2024

Next Review (1 year): January 2025

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1. Introduction

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give governing boards 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.

Bishop King CE Primary School Governing Board 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.

2. Governor Allowances

All governors of Bishop King CE Primary School will be entitled to claim the actual costs, which they incur as follows:

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Bishop King CE Primary School, and are agreed by the Governing Board that they are justified before any reimbursable costs are incurred.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Board:

- 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);
- 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 a rate of 45p per mile which does not exceed the specified rates for school personnel;
- travel and subsistence costs, payable at the current rates specified by the LA, 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 as agreed by the Chair of Governors (in advance of expenditure being made).

The Governing Body at Bishop King CE Primary School acknowledges that:

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

3. Making an Expenses Claim

Governors wishing to make claims under these arrangements, once prior approval has been sought from the Chair of Governors, should complete a claim form (obtainable from the School Business Manager), attaching receipts where possible, 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 or a delegated governing member (which meets at least once per half-term) for final approval.

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



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Governor Allowances Claim Form

Name:	Date:
Address:	
Claim Period:	

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

Signed:

Authorised:

Expenses Claimed	Date	£
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		
CLAIM PAID		