



REAY PRIMARY SCHOOL

Reay school policies support our aims

- *offer a breadth of experiences to all children inside and outside school*
- *reach the highest standards across the curriculum*
- *build self esteem*
- *develop social and emotional intelligence*
- *demonstrate a quality of leadership which embodies inclusion and respect*

GOVERNORS' ALLOWANCE POLICY

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. Reay Primary 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. The specific items allowable reflect this objective.

From 1st September 2008, all governors at Reay 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 Reay Primary School, and are agreed by the Resources Committee 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 and with the prior approval of the Governing Body:
 - 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 a rate of 40 pence per mile for car users and 24 pence per mile for motorcycle users, which does not exceed the specified rates for school personnel;
 - Standard train fares will be reimbursed upon receipt of a valid ticket when applicable and after agreement by the Resources Committee and every effort should be made to obtain the cheapest possible ticket and book in advance.

- 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 of the Reay Primary School acknowledge 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 Reay Primary School office), attaching receipts where possible, and return it to the school office within two weeks of the date when the allowances were incurred, 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 half-term) for final approval.

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

This policy will be reviewed by the Headteacher and reported to the Resources committee IN 3-year-cycle, or earlier if necessary. Any changes and or amendments will be reported to the full Governing Body.

<p>Date agreed by Governing Body/Resources Committee/ Headteacher</p> <p>14th May 2019</p>	<p>Signature of Chair or Vice Chair of GB/Resources Committee/ Headteacher</p> 
<p>Date agreed for review</p> <p>May 2022</p>	<p>Frequency of Review</p> <p>Annual / Bi-annual / Three-year cycle</p>
<p>Responsibility for Review</p> <p>Headteacher/ Resources Committee</p>	

**REAY PRIMARY SCHOOL
GOVERNORS' ALLOWANCE CLAIM FORM**

Name:	Date:
Address	Claim Period:
Post Code	

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

Signed.....

Details of Claim	Total Claimed £
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	

Signed by Chair of GB _____ Date _____

This form should be submitted to:

Tuija Sequeira
Admin, HR and Finance Officer
Reay Primary School
Hackford Road
London SW9 0EN

DfE Regulations: The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

Key Messages

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LA may pay governor allowances.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 is available from on website
<https://www.gov.uk/government/publications/school-governance-regulations-2013>