



Governors' Allowances - Statutory

Last Reviewed: May 2016

Ratified for Governing Body: May 2016

To be reviewed: May 2018

East Stour 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 governors 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 East Stour 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 of East Stour Primary School, and are agreed by the Chair of Governors or Headteacher 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 Chair:

- 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 which does not exceed the current specified rates for school personnel;
- 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 LEA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Governing Body at East Stour 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 one month of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors to be presented to the Finance Committee (which meets at least once per term) for final approval.



East Stour Primary School

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