

WEST DEAN C OF E PRIMARY SCHOOL

GOVERNORS ALLOWANCES POLICY

Policy Review Information

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| Reviewed By | Finance Committee |
| Ratified By | Governing Body |
| Review Frequency | 3 years |
| Policy Reviewed and Agreed | May 2024 |
| Next Policy Review Due | May 2027 |

West Dean CE Primary School Payment of Governors Allowances Policy

We believe that the Governing Body plays a vital role in the success of the school. Individual Governors should not be deterred from playing their full part because of incidental costs.

Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, Undertaking Governor development and otherwise acting on behalf of the Governing Body.

Governors may not claim for actual or potential loss of earnings or income.

All Governors and associate members are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

Travelling:

to compensate governors for expenditure incurred by them in travelling to and from training sessions and training courses for governors, including attendance at meetings of the Governors' Forum and other more general meetings outside the school. The allowance will be at the prevailing rate advised by the LA for teachers. Full details of the amounts payable for travelling expenses are available at the school.

Subsistence:

to compensate governors for the cost of meals if the performance of duties/attendance at training courses and other more general meetings outside the school require them to be away from their normal place of residence for a period of not less than 4 hours and/or not more than 1 day. The allowance will be at the prevailing rate advised by LA for teachers. Again, full details of the amounts payable for travelling expenses are available at the school.

The cost of childcare while undertaking governors' work - governors who normally look after children as principal carers may claim for the cost of employing a child minder whilst they are performing their duties.

Eligible expenses may also include:

- care arrangements for an elderly or dependent relative
- support for governors with special needs (e.g. audio equipment)
- support for governors whose first language is not English (e.g. translations)
- telephone charges, photocopying, stationery etc. Governors who, as part of their duties, need to make phone calls are able to claim for the cost of these calls. Only the amount actually spent should be claimed. It is not appropriate for the Governing Board to refund a notional amount for such costs.

Criteria for Claims

All claims must be submitted to the Business Manager within one month of the expenditure being incurred.

Receipts must be supplied to support claims for reimbursement,

Financial Systems

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

