



St Peter & St Paul
CofE Primary School

Payment of Governor Allowances Policy 2019 - 2023

(This policy has been drafted having regard for the school's Christian ethos.)

	Date	Signed
Agreed by Staff:	October 2019	Mr Steve Ginn Head Teacher
Agreed by Governors:	October 2019	Mrs N Ford Chair of Governors
Lead:	Strategic Leadership Committee	
Review date:	October 2023	

Our School Mission Statement

We see it as our mission to grow the whole child - intellectually, emotionally, physically, socially and spiritually. To provide them, within a Christian environment, with every learning opportunity possible and to empower them to be the leaders of tomorrow.

Payment of Governors Allowances Policy

Rationale:

The Education (Governors' Allowance) Regulations 2003 give Governing Bodies the discretion to pay allowances, from the school's annual budget allocation, to governors for certain expenses which they may incur in carrying out their duties. The Governing Body of St. Peter and St. Paul CofE Primary School 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.

Aim:

The aim of this policy is to clearly set out which expenses can be claimed by Governors and to ensure that all claims for payments of expenses by governors are made in a consistent and appropriate manner.

Allowable Expenses:

Governors will be able to claim expenses providing that the expenses are incurred in carrying out their duties as a Governor or representative of St. Peter and St. Paul School and are agreed by the Strategic Leadership Committee prior to their being incurred.

Payment can be made, at Governing Body discretion, where prior approved, in respect of the following expenses:

- Child care or baby sitting expenses (excluding payments to a current/former spouse or partner)
- 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, stationary, etc.
- Travel on public transport
- Subsistence (ie. reimbursements for meals purchased what would otherwise not have been bought)
- The cost of travel relating only to travel to meetings/training courses at a rate of 14p. per mile

The Governing Body at St. Peter and St. Paul School acknowledges that:

- Governors will not be paid attendance allowance
- Governors will not be reimbursed for loss of earnings

Travel Expenses:

Travel expenses will be paid for the following categories of journey only:

- To formal meetings of the whole Governing Body
- To other formal meetings, ie. of committees, working parties, selection panels, etc.

- To specific Governor training events, as agreed by the Governing Body

The mileage which can be claimed will be the number of miles from home to the venue of the meeting/event, or the actual miles travelled on such occasions, whichever is the less figure (for example, a Governor travelling to a meeting at a school from his/her place of employment would claim the actual mileage if that were a shorter distance than travelling from home).

Procedure for Making Claims:

Governors wishing to make claims under this policy, once prior approval has been sought and granted, should complete a claims form (obtainable from the School office – copy attached as Appendix A), attaching receipts (other than for travel expenses incurred through the use of a private vehicle), and return it to the School within two weeks of the date when the expenses were incurred.

The claim will then be passed to the Chair of Governors so that they can seek final approval from the Strategic Leadership Committee.

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.

Payments will be made through the School Office who will maintain a log of all expenses claimed by Governors, on an annual basis, in the format as shown in Appendix B.

Review of this Policy:

This policy will be reviewed by Governors on a 4 yearly basis.

Appendix A

ST. PETER AND ST. PAUL SCHOOL
CLAIM FOR GOVERNORS' EXPENSES

Name: _____

Travel			
Date	Details of journey (from, to...)	Purpose	Miles Claimed

Total Miles

Date	Description/Type of Allowance <i>eg. child care</i>	Receipt Attached X	Amount Claimed

Total Amount Claimed

I confirm that my car is insured and that the above details are correct.

Signed: _____

Date:

Governor

I authorise payment of this claim.

Signed: _____

Date:

Chair of Governors

School Office: Entered on Schedule No: _____

Date: _____

ST. PETER AND ST. PAUL SCHOOL

SCHEDULE OF PAYMENTS OF GOVERNORS' EXPENSES

Name of Governor	Travel – Miles Claimed	Other Allowances: Description	Amount	Received – Signature of Governor

Document History

Version	Date	Comments
Issue 1	May 2012	
Issue 2	December 2015	Review and readopted without change.
Issue 3	October 2019	Reviewed and adopted with change of school name