



Cornerstone Church of England (VA) Primary School



*Building our Community
with Love, Forgiveness and Hope*

GOVERNORS' ALLOWANCES POLICY

Reviewed by	Resources & Personnel Committee	Authorised by	Resources & Personnel Committee
Last Review	Spring 2017	Date	14/2/2017
Next Review	Spring 2019	Review Cycle	Bi-annually

The Governing Body plays a key role in the leadership and management of the school, with all governors carrying out their duties as unpaid volunteers.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow schools to pay governors' expenses from the school's annual budget.

It is important to ensure equality of opportunity for all members of the community to serve as governors. Once appointed, individual governors should not be deterred from playing their full part because of incidental costs. Paying governors' allowances, in specific categories set out below, is therefore an appropriate use of school funds.

Entitlements

Governors are able to claim for the following expenses, providing they are incurred in carrying out their duties as a governor of Cornerstone Primary School:

- Cost for childcare or babysitting (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).
- Costs incurred in performing their duties either because they have special needs or because English is not their first language.
- Costs for travelling to meetings, training courses and conferences (except Full Governing Body and Committee meetings) at the local authority recommended rate for school staff. Where possible, car sharing is encouraged and travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates.
- Telephone charges, photocopying, stationery, paper and ink for printing where applicable, up to a value of £25 in any academic year, although governors are encouraged to use school resources where possible.

Conditions & Exclusions

Governors can only claim for the actual costs of expenses incurred. Claims need to be supported by a receipt and are limited to the amount shown on the receipt.

An individual claim over £50 will require prior approval by the Chair of the Resources & Personnel Committee (except for the Chair of the Resources & Personnel Committee, who will seek prior approval from the Chair of Governors). On occasion, such as claim may need to be referred to the Full Governing Body, at the discretion of the Chair of the Resources & Personnel Committee.

Governors are not entitled to receive an attendance allowance, nor to be reimbursed for loss of earnings.

Monitoring

Claims will be monitored by the Resources & Personnel Committee and may be subject to an independent audit. They may be investigated by the Chair of Governors (or the Chair of the Resources & Personnel Committee, in respect of the Chair of Governors), if they appear excessive or inconsistent.

Procedure

Governors wishing to make expense claims under these arrangements should:

1. Obtain prior agreement from the Chair of the Resources & Personnel Committee (or the Chair of Governors, in the case of the Chair of the Resources & Personnel Committee) for expenses over £50.
2. Complete a claim form (can be obtained from the Clerk to the Governing Body; see Appendix 1), and attach all relevant receipts.
3. Submit the completed form to the Chair of the Resources & Personnel Committee (or the Chair of Governors, in the case of the Chair of the Resources & Personnel Committee) for authorisation.
4. Return the authorised claim form to the school office for payment.

Appendix 1 – Governors’ Expense Claim Form

Governor’s Name:	Cornerstone Church of England (VA) Primary School
Home Address:	Date:
Post Code:	Claim Period:

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

Signed.....

Claim category	Net £	VAT £	Gross £
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, conferences			
Telephone charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
Total expenses claimed			

Authorised by: Date:

Chair of Governors / Chair of the Resources & Personnel Committee (*delete as applicable*)

Completed form submitted to Cornerstone Primary School on