



Governors' Allowances Policy

Spring 2021

Purpose

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. Elloughton Primary School's 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

Heading

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a governor or representative of Elloughton Primary School, and are agreed by Leadership & Management 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:
 - The cost of travel relating only to travel to meetings/training courses outside of the county of East Yorkshire at a rate of 24 pence per mile which does not exceed the specified rates for school personnel;
 - 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;
 - Any other justifiable allowances.

The Governing Body of Elloughton 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 from the school office, attaching receipts where possible, and return it to the school 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 Finance Committee to be presented to the Finance Committee (which meets at least once per half-term) for final approval.



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

Adoption, Approval, Sign Off

Signed	Mrs Churchill
On behalf of	FGB
Date	Spring 2021

Document Control

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