NINE ACRES COMMUNITY PRIMARY SCHOOL

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Team Work Respect Aspiration Perseverance Caring Creativity Citizenship Courage Independence

'Striving for Excellence'

Governors' Allowances Policy

Nine Acres Community Primary School

Approved By:	
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1. Aims

The Governing Body has decided to pay reasonable allowances from the school's delegated budget to cover any costs that its members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

The Governance Handbook (section 4.7.1, paragraph 63) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

3. Overview

Members of the Governing Body may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the Governing Body may claim allowances by completing a claim form (see appendix 1) and submitting it to Mrs Sara' Brame, School Business Manager, for processing.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the Governing Body may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Governing Body **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

All fees incurred regarding courses or training events will be paid directly by the school from its delegated budget.

4. Monitoring arrangements

This policy will be reviewed annually and will be presented at a meeting of the full Governing Body.

Appendix 1

Nine Acres Primary School

Name:

Address:

Claim period:

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

Signed: _____ Date: _____

EXPENSE TYPE	£
Childcare	£
Care arrangements for dependent relatives	£
Support for a special need or English as a second language	£
Total expenses claimed	**£**

This form should be submitted to Mrs. Sara' Brame, School Business Manager along with any relevant receipts.

The form should be submitted within one term of the expenditure being incurred.