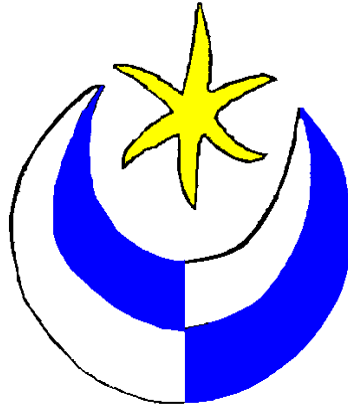




HUNGERFORD PRIMARY SCHOOL

GOVERNORS' ALLOWANCES POLICY

Date Policy reviewed: September 2024

Date of next review: September 2026

Reviewed by: Lisa Eldred

Governor Allowances Policy

Policy Amendments

- Policy presented to the Full Governing Body at the October 2012 meeting. Policy agreed and adopted by the Full Governing Body with the following amendments:
Point 1: The term 'Steering group' by 'The Full Governing Body'
Point 2 – paragraph 4: With reference to travel costs, 'the rate of 24 pence per mile' is replaced with 'at a rate which does not exceed the specified rates for school personnel'.

Policy reviewed by the Resources Committee and agreed & adopted with no amendments at the November 2103 meeting.

Policy presented to the Resources committee at the September 2014 meeting.

Policy presented to the Resources committee at the October 2015 meeting, agreed and adopted with the following amendments: the governors allowances regulations in paragraph 1 changed to : School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

Policy presented to the Resources committee at the September 2016 meeting.

Policy presented to the Resources committee at the September 2017 meeting.

Policy presented to the Resources committee at the November 2018 meeting.

Policy presented to the committee at the December 2019 meeting.

Policy presented to the Resources committee at the December 2020 meeting with no amendments.

Policy presented to the Resources committee at the November 2021 meeting with no amendments.

Policy presented to the Resources committee at the September 2023 meeting with no amendments.

Policy presented to the Resources committee at the September 2024 meeting with no amendments

Hungerford Primary School **Governors' Allowances Policy**

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. 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. Hungerford Primary School 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.

From the date of appointment, all governors of Hungerford Primary School are entitled to claim actual costs which they incur, as follows:

1. Governors are able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Hungerford School, and are agreed by the Full Governing Body 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:
 - Childcare or babysitting allowances (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);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - The cost of travel relating only to travel to meetings/training courses at a rate 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;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Governing Body at Hungerford 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 (obtainable 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 Resources to be presented to the Resources Committee (which meets at least once per half-term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resources in respect of the Chair of Governors) if they appear excessive or inconsistent.

Signed:..... Date:
(Chair of Governors)

Governors' Claims Form

Name:	Name of School:
Address	Date:
Post Code	Claim Period:

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

Signed.....

	£	p	p
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			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

This form should be submitted to:

Lisa Eldred, School Office