



MURRAY PARK SCHOOL
GOVERNORS' ALLOWANCES POLICY

Title of Policy	Governors' Allowances
Date of adoption	Autumn 2019
Originator	Paul Davies
Date of review	Autumn 2022
Additional information	Policy adopted 2016 – Reviewed but not changed in 2019

We are aware that the Education (Governors' Allowances) Regulations 2003 gives 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.

We believe that paying governors' allowances is important in ensuring equality of Opportunity to serve as governors for all members of the community.

Aims

- To make provision for the payment of allowances to governors and associate governors.
- To ensure that allowances must only cover the expenses incurred in a governor's Performance of their duties.

Procedures

Allowances – specific categories

With the approval of the Governing Body, governors may claim for the following:-

- Childcare or babysitting allowances (excluding payments to a current or former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current or former spouse or partner);
- Additional costs incurred because:
 - They have special needs;
 - English is not their first language.
- Travel costs (which must not exceed those permitted by the Inland Revenue Authorised Mileage Rate) to meetings (other than governors' and committee meetings held at the school) and training;
- Other costs such as:
 - Telephone charges relating to school business and governance;
 - Photocopying;
 - Stationery;
 - Postage etc.
- Governors will not be:
 - Paid attendance allowance;
 - Reimbursed for loss of earnings.

Claims

The following procedure must be adhered to when making a claim:

- Claims must be made on the appropriate claims form.
- All receipts must be attached to the form.
- All forms must be returned to the school within two weeks of the date when allowances were incurred.
- All claims will be submitted to the Finance, Personnel and General Purposes Committee for approval.

Audit

- All claims will be subject to an independent audit.
- Excessive claims will be investigated.

Murray Park School Governing Body
Governors' Expenses Claim Form

NAME: _____

I wish to claim £_____ (please insert amount claimed and tick appropriate boxes)

I CERTIFY THAT I ATTENDED A MEETING ON _____ (date) AT _____

_____ Chair of the Meeting/Course Tutor (please print name)

_____ Signature of Chair/Course Tutor

1. TRAVEL EXPENSES

Bus Ticket – please attach bus ticket ☐

Mileage for car – please list mileage incurred and cc of vehicle ☐

Mileage _____ cc of car _____

Taxi fare – please attach receipt ☐

2. CHILD CARE / DEPENDENT RELATIVE ☐

Please request registered childminder sign and date below, and insert amount to be claimed above.

Name (print) _____ Signature _____ Date _____

3. CLERICAL EXPENSES ☐

Please attach a list of the items purchased and a receipt to this proforma

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I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY

_____ Headteacher or authorised Deputy (please print name)

_____ Signature of Headteacher or Deputy

_____ Date

I CERTIFY THAT I HAVE RECEIVED £_____ IN RESPECT OF GOVERNORS' EXPENSES

_____ Claiming Governor (please print name)

_____ Signature _____ Date