



# Archbishop Beck Catholic College

Governors Allowance Policy

## **Context**

This Policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003.

## **Background Information**

The 2003 regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties.

Our School Governing Body believes that paying school governor 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.

## **School Specific Schedule**

- Governors at our school will not be paid attendance allowance
- Governors at our school will not be reimbursed for loss of earnings
- All governors at our school will, however, be entitled to claim the actual costs that they incur, in carrying out their duties as a governors or representative of the school.
  - Childcare or babysitting allowances
  - Cost of care arrangements for an elderly or dependent relative
  - 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 agreed annually at the first meeting in September and which does not exceed the specified rates for school personnel;
  - Travel and subsistence costs, payable at the current rates, confirmed at the first meeting of the school year in September, associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.
- Governors intending to claim allowances should ensure prior approval has been obtained.
- Governors wishing to make claims under these arrangements once prior approval has been received, should complete a claims form (obtainable from the Clerk to Governors) attaching receipts where possible and return it to the school within two weeks of when the expenses were incurred.
- Claim forms will be submitted for approval to the Chair of Governors or Chair of Finance to be presented to the Finance Committee for final approval.
- All claims will be subjected to independent audit. Any claim that appears excessive or inconsistent will be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors)

### Governor Allowances – Expenses Claim Form

Name of School	
Name of Governor	
Address of Governor	
Postcode	
Date/ period expense(s) occurred	

Details of actual expenses incurred	£	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)		
<b>TOTAL EXPENSES CLAIMED</b>		

I claim the sum of £..... for Governor expenses as detailed above. I have attached relevant receipts to support my claim.

Signed.....

Date.....