

**Signature and date**



**11 October 2016**

**Slimbridge School Policy**  
**Approved: FGB Term 1 2016**  
**To review: FGB Term 1 2018**

## **Governor Allowances Policy** **Slimbridge School**

The School Governance (Procedures and Allowances (England) Regulations 2013 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.

Slimbridge Primary School Governing Body believes that allowing its governors the opportunity to claim allowances, in specific categories as set out below, is important to ensure 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.

All governors of Slimbridge School are entitled to claim the 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 Slimbridge School, and are agreed by the Finance and Premises Committee that they are justified before any reimbursable costs are incurred.
2. Governors are able to claim for reasonable expenses within the following categories:
  - 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 of 45 pence per mile
  - Reasonable travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from any other source
  - Incidental expenses such as telephone charges, photocopying, stationery, postage
  - Any other justifiable allowances.
3. The Governing Body at Slimbridge School acknowledges that:
  - Governors may not be paid attendance allowance
  - Governors may not be reimbursed for loss of earnings.
4. Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk to the Governors), attaching receipts, and return it to the School within 2 weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Finance and Premises to be presented to the Finance and Premises Committee for final approval.

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

This policy will be reviewed by the Governors on an annual basis.