



Calton Infant School

Governor Allowance Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. 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. Calton Infant school Governing Body believes that paying 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.

From the date of appointment all governors at Calton Infant School will be entitled to claim the actual costs which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Calton Infant School, and are agreed by the Chair of Governors 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 Chair 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 English is not their first language
 - The cost of travel relating only to travel to meetings / training courses at 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 Local Authority or any other source
 - Telephone charges, photocopying, stationery, postage etc
 - Any other justifiable allowances.



The Governing Body at Calton infant 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 (example at the back of this document) (obtainable from the Clerk to Governors), attaching receipts where possible, and return it to the school for the Clerk to Governors within one month of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors.

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

This policy will be reviewed annually.

Policy written – July 2012

Policy review – July 2013





Calton Infant School

Governor Allowances Claim Form

Name	
Address including postcode	
Date	
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 _____

	Amount (£)
Childcare / 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 the Clerk to Governors within one month of the date when the allowances were incurred.



view – July 2013

