



# Gosford Park Primary School

## Governors' Allowances Policy

The DFE Governor's Handbook 2019 states:

"The law allows Governing Bodies in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governing bodies and associate members appointed by the Governing Body. These allowances or expenses could cover any costs, such as travel or childcare, which they have incurred because of serving on a Board. Where they choose to do so, it must be in accordance with a policy or scheme. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any governance duty.

This does not include payments to cover loss of earnings for attending meetings. Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on HMRC website.

Other expenses should be paid on provision of a receipt (at a rate set out in the scheme) and be limited to the amount shown on the receipt."

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 expenses which they incur in carrying out their duties. Gosford Park 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. The policy wording is taken from the national Governors' Council model policy.

**All Governors at Gosford Park Primary School will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim allowances, providing the expenses are incurred in carrying out their duties, as a Governor or representative of Gosford Park Primary School and are agreed by the Governing Body, that they are justified before and reimbursable costs are incurred.
2. Governors will be able to claim the following, on a case-by-case basis and with the prior approval of the Chair of the Governing Body:
  - Childcare or baby-sitting costs (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 are at a rate in line with school personnel. Current mileage rates are available from the School Business Manager;
  - 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 event, 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 of Gosford Park Primary 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 Business Manager), attaching receipts where possible, and return it to the school within two weeks of the date when the expenses were incurred. Claim forms will be submitted for approval by the Chair of Governors or Chair of Finance Committee.

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

**Gosford Park Primary School**  
**Governor Allowance Claim Form**

(To be completed once authorisation of the claim has been approved)

|                         |              |
|-------------------------|--------------|
| <b>Governors' Name:</b> |              |
| <b>Address:</b>         | <b>Date:</b> |
| <b>Signed:</b>          |              |

I claim the total sum of £..... for Governor expenses as detailed below.

I have attached relevant receipts to support my claim.

| Date of Expenditure | Details of Expenditure | Claim Amount |
|---------------------|------------------------|--------------|
|                     |                        |              |
|                     |                        |              |
|                     |                        |              |
| Total Claim:        |                        |              |

I certify that the above expenses are actual and necessary and confirm that reimbursement can be made.

**Signed Headteacher** ..... **Dated** .....

**Signed Chair of Governors** ..... **Dated** .....

**Monitoring and review**

This policy is reviewed every **two** years by the **Chair of Governors** and the **Headteacher**.

The scheduled review date for this policy is **December 2024**.