



“CREATIVITY, RESPONSIBILITY, RESPECT, AND HAPPINESS”

BLUE COAT CE VA PRIMARY SCHOOL

Governor Allowances Policy

Committee responsible for this policy	Resources committee
Policy initially approved by FGB	2012
Policy reviewed/amended	25 th April 2014, 20 th March 2018
Policy review term	Triennial
Policy due for review	2021



Statement of Intent / Scope of the Policy

The Education (Governors' Allowances) Regulations 2003 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.

Blue Coat 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.

Aims of the Policy

This policy aims to outline when and how Governors are entitled to claim for any cost incurred in carrying out their role as Governors.

All Governors of Blue Coat CE 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 allowances are incurred in carrying out their duties, as a Governor or representative of Blue Coat CEVA Primary School, and are agreed by the Resources committee or its Chair 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 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 because English is not their first language
- the cost of travel relating only to travel to meetings/training courses at the rate set out by HM Inspector of Taxes from time to time together with any reasonable subsistence cost 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 at Blue Coat CEVA Primary 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 (obtainable from the Clerk to the Governors), attaching receipts, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of the Resources committee: the Chair will report to the Resources committee any claims submitted and approved. 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 normally be reviewed by the Governors at least once every three year.

Cross reference:

Cc. Equal Opportunities Policy, Finance Policy