

***LANGDON
PRIMARY SCHOOL***

Governor Allowance Policy

Reviewed Spring 2018

Agreed by the Governing Body 14.3.18

Due for review Spring 2020

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 expenses which they incur in carrying out their duties.

Langdon Primary School's Governing Body believe 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.

All governors of Langdon Primary School are entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances, with the approval of the Governing Body, providing the expenses are incurred whilst carrying out their duties as a Governor or representative of Langdon Primary School.
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 baby sitting 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;
 - Cost of travel to meetings and training, other than termly governors' and committee meetings held at the school;
 - 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 LA or any other source;
 - Telephone charges relating to school business and governance;
 - Photocopying, stationery, postage etc.

The Governing Body at Langdon 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 approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the expenses were incurred. Reimbursement will be made within a reasonable time frame.

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

This policy will be reviewed every two years.