

# Sabden Primary School



## Governors' Allowances Policy

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations, 2013. 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. Sabden Primary Governing Board 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.

All governors of Sabden Primary School will be entitled to claim actual costs, incurred 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 Sabden Primary School, and are agreed by the Governing body 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 Board:
  - 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;
  - The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile which does not exceed the HMRC approved mileage rates for cars and vans;
  - Travel and subsequent 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 LEA or any other source;

- Any other justifiable, pre-approved allowances.

The Governing Body at Sabden 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 (appendix 1), attaching receipts. This should then be returned to the School within two weeks of the date when the costs were incurred. At this stage, they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee (which meets at least once per term) for final approval.

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

This policy will be ratified by Governors at the FGB meeting in 24 September 2020 and will be reviewed on a two yearly basis thereafter.

September 2023