

Mersey Vale Primary School Policy for Governors' Allowances

Name of school / trust: Mersey Vale Primary School

Date policy adopted: October 2024

Date for review: October 2027

Signed: (Chair on behalf of governing board)

Signed: (Headteacher on behalf of the school)

Context

In accordance with the Education (Governors' Allowances) Regulations 2003 governing bodies have 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.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a governor or representative of the school. Governing boards should be made aware of potential costs before any reimbursable costs are incurred.

Consistency of Approach

The governing board believes that paying governors' allowances for specific and agreed circumstances is an appropriate use of school funds in order which to support governors in their role.

Any claim will be agreed on a case-by-case basis with the prior approval of the resources/finance sub-committee

What the policy covers:

- Childcare or babysitting allowances (excluding payments to a current/former spouse, partner, family member or friend)
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse, partner, family member or friend)
- 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 or training courses at a rate of xx** pence per mile.
- Reasonable travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from any other source. The NGA suggests a public transport cost limit.
- Any other justifiable allowances.

What this policy does not cover:

- Payment for attendance at any full governing board, committee, panel meetings or residential trips
- Reimbursement for loss of earnings
- Childcare allowances or care arrangements which are covered by a current/former spouse, partner, family member.

Effective Management

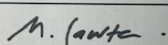
- Governors must ensure they seek approval from the full governing board/finance committee prior to attendance and submitting a claim.
- Once prior approval has been given governors should complete a claim form (proforma attached), attaching receipts where possible, and return it to the school office within two weeks of the expense being incurred.
- The school office will undertake to present the claim for approval by the Resources/Finance Committee at the next available meeting.

Equality and Fairness

- Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance/Resources or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.
- This policy will be reviewed annually.

*** Current Council casual car allowance is 52.2p per mile*

Approved: 09/12/24

Signed : 
Chair of Governors

MICHELLE LAWTON
CHAIR OF GOVERNORS

Governors' Allowances claim form.

To be

Name:	Name of School:
Address	Date:
Post Code	Claim Period:

I claim the sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Interpreter for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This form should be submitted to the school office within two weeks of the expense being incurred.