



Wibsey Primary School

Governor Allowances In Exceptional Circumstances 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 allowances which they incur in carrying out their duties. Wibsey Primary School Governing Body believes that paying governor 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.

From the date of appointment all governors at Wibsey Primary School will be entitled to claim the actual costs which they incur as follows:

1. As part of approved Governing Body commitments outside of normal scheduled meetings (6 full Governing Body meetings and 6 Sub Committee meetings).
2. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Wibsey Primary School, and are agreed by the Chair of Governors that they are justified before any reimbursable costs are incurred.
3. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of the Governing Body:
 - Childcare, where childcare is provided in a recognised childcare setting (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 English is not their first language.
 - The cost of travel relating only to travel to exceptional or extraordinary meetings/non local training courses at the specified rates for school personnel.
 - 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, as requested by the Governing Body, unless these costs can be claimed from the Local Authority or any other source.

The Governing Body 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 (example at the back of this document) (obtainable from the Clerk to Governors), attaching receipts, and return it to the school for the Clerk to Governors within one month of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors.

Claims will be subject to independent audit and will be investigated by the Chair of Governors if they appear excessive or inconsistent. An annual anonymised report by category and frequency will be received by the F & GP Committee as part of the annual review of this Policy.

The amount of budget provision for the financial year 2015/6 will be £500 to be reviewed annually.

This policy will be reviewed annually.

Agreed by Governors	Full Governors	X
	Finance and General Purposes	
	Teaching and Learning	
Date:		
Chair of Committee	John Haddock	
Written	January 2016	
Review	January 2019	



Wibsey Primary School
Governor Allowances Claim Form

Chair of Governors approval sought:

Agreed:

Date & signed:

Name	
Address including postcode	
Date	
Claim Period	

I claim the total sum of _____ for Governor allowances as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

	Amount (£)
Childcare expenses	
Care arrangements for an elderly or dependent relative (where these costs are not normally incurred)	
Support for Governors with special needs	
Support for Governors whose first language is not English	
Travel to non-local meetings/training courses - where these costs are not normally incurred (mileage at published rates)	
Travel/Subsistence to national meetings or training events - where these costs are not normally incurred (mileage at published rates)	
Total expenses claimed	

This form should be submitted to the Clerk to Governors within one month of the date when the allowances were incurred.