



## Lovelace Primary School Governors Allowances Policy

**Date agreed: 14/07/21**

**Date of next review: 14/07/24**

**Signature of Headteacher:**

**Signature on behalf of Governing Body (Chair / or chair of committee):**

### Introduction

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended). These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances (expenses) which they incur in carrying out their duties. The Governing Body of Lovelace Primary School 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 objection.

### Entitlement to claim allowances

From (1 September 2006), all governors of Lovelace Primary School will be entitled to claim the actual costs, which they incur as set out below.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Lovelace, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.

Governors will be able to claim for the following, on a case by case basis and with the prior approval of the Governing Body:

- In cases where a governor does not have a spouse or family member to care for a child when the governor must attend meetings relating to the work of the governing body, pre-agreed expenses will be returned for the cost of the childcare or a babysitter, up to a maximum of £25
- Allowances will also be reimbursed for the cost of care for elderly or dependent relatives where the governor must be absent due to their governing duties.
- 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 current RBK rate per mile which does not exceed the specified rates for school personnel;
- Payments will be reimbursed for use of public transport, upon production of a valid receipt.
- The costs of parking for pre-agreed governor business away from the school, where necessary, will be refunded only upon production of a valid, dated receipt.
- Telephone charges, photocopying, stationery, postage etc.

This list is not exhaustive, and the school may decide to reimburse in other instances; however, this must be agreed in advance by the Chair of Governors.



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### Costs not Included

The Governing Body acknowledges that:

- Governors may not be paid attendance allowances
- Governors may not be reimbursed for loss of earnings
- No claims will be considered for remote attendance at meetings or free online training.

### Procedure and Review

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible. The claim form should be returned 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 Finance to be presented to the Finance Committee (which meets at least once per half 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 reviewed every three years (or following changes in applicable legislation or official guidance).