



Tower Hill Primary School Scheme For Paying Governors' Allowances

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Date of Approval : 14th Sept 2017 **Signed (GB):** *Owen Gardner, Chair (GB)*
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This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. The school believes that paying Governors' expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors or associate members for all members of the community and so is an appropriate use of school funds.

Governors and Associate Members of the school are entitled to claim for the actual costs which they incur in attending meetings of the Governing Body, its committees and Hampshire Education Service Governor Training, and other Local or National Training which supports school development and understanding of governance, as follows:

- ✓ Childcare or babysitting expenses (except where care is provided by a current/former spouse or partner);
- ✓ Cost of care arrangements for an elderly or dependent relative (except where care is provided by a current/former spouse or partner);
- ✓ The extra costs they incur in performing their duties because they either have special needs or English is not their first language;
- ✓ Cost of travel from home or place of work (as appropriate) by the least expensive means possible. For this purpose, travel by private car will be allowable at **the agreed HMRC rate**;
- ✓ Subsistence (reimbursement for meals purchased that would not otherwise have been taken) supported by receipts unless these costs can be claimed from the LA or any other source;
- ✓ Telephone, photocopying, stationery and postage - reimbursed at cost (though governors are able to use the school facilities for Governing Body business).

The Governing Body at Tower Hill Primary School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Claims should be made on the appropriate form, obtainable from the School Office, supported by receipts or details as appropriate and submitted **within one month of the date when the expenses were incurred**. Individual claims of **less than £75** may be authorised by the Chair of Governors; individual claims of **£75 or more** will be submitted to the Governing Body for approval. Claims will be met from the school's delegated budget.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance & Personnel in respect of the CoG) if they appear excessive or inconsistent. This policy will be reviewed biennially.