



# **Governor Allowances Policy**

**Ratified by Resources Committee: March 2015**

**Reviewed: May 2018**

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances)(England) Regulations 2013. These regulations give Governing Boards 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. The Federation of Westminster Special Schools' Governing Board 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.

**All Governors of The Federation will be entitled to claim the actual costs which they incur as follows:**

- Governors will be able to claim allowances providing the costs are incurred in carrying out their duties as a Governor or representative of The Federation, and are agreed by the Governing Board's Resource 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 Resource Committee:
  - 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 or former spouse or partner)
  - The extra costs they incur in performing their duties either because they have special needs or a disability.
  - The cost of travel relating only to travel to meetings/training courses at a rate per mile which does not exceed the specified rates for school personnel.
  - Reasonable parking costs for meetings/training courses.

**The Governing Board of The Federation 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 claim form obtainable from the Clerk to Governors, attach all receipts inclusive of VAT, and return it to the School Office within two weeks of the date when the costs were incurred. Forms will be submitted for payment to the Head of School, on behalf of the Resource Committee. Claims will be subject to independent audit and may be investigated by the Chair of Resource Committee, in respect of the Chair of Governors if they appear excessive or inconsistent.

## GOVERNORS' ALLOWANCES CLAIM FORM

Please complete all sections below and submit to the School Office. All claims must comply with the Governors' Allowances Policy as agreed by the Governing Board.

<b>Name</b>	
<b>Address</b>	
<b>Tel No:</b>	

Description of Claim	Invoice attached Y/N	Date of expense	Amount claimed £
<b>Total</b>			<b>£</b>

I confirm the above expenses were incurred by me solely in carrying out my duties as a governor of The Federation and am due for re-imbusement as defined by the Governors' Allowances Policy of 10<sup>th</sup> May 2018.

**Signed** .....

**Date** .....

<b>Claim approved</b>	<b>Head of School's signature:</b>
<b>Cheque received</b>	<b>Claimant's signature:</b>
<b>Date paid:</b>	<b>Cheque number:</b>