



**Federation of  
Westminster Special Schools  
& Bi-Borough Inclusion Service**

# **Governor and Associate Members Allowances Policy**

**Reviewed by Full Governing Board: March 2024  
Next Review March 2026**

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 (Federation's) annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

The Governing Board for the Federation of Westminster Special Schools and Bi-Borough Inclusion Service believes that paying governor/associate member allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors/associate members for all members of the community and so is an appropriate use of school (Federation) funds.

The specific items allowable reflect this objective.

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

- Governors/associate members will be able to claim allowances providing the costs are incurred in carrying out their duties as a Governor/associate member or representative of The Federation and are agreed by the Chair/ Co-Chairs of Governor which deems a claim justified before any reimbursable costs are incurred.
  
- Governors/associate members will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair/ Co-Chair of Governors
- 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 Federation personnel.
- Reasonable parking costs for meetings/training courses.
- Reasonable IT costs/or loan of Federation equipment to attend meetings remotely.
- Costs of attending training as required by the Governing Board.

**The Governing Board of The Federation acknowledges that:**

- Governors/associate members may not be paid attendance allowance.
- Governors/associate members may not be reimbursed for loss of earnings.

Governors/associate members wishing to make claims under these arrangements, once prior approval has been sought, should complete a claim form obtainable from the Chair/ Co-Chair of Governors. Attach all receipts inclusive of VAT, and return within two weeks of the date when the costs were incurred.

## GOVERNORS' ALLOWANCES CLAIM FORM

Please complete all sections below and submit to the Chair/ Co-Chair of Governors. 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-imbursement as defined by the Governors' Allowances Policy of 26<sup>th</sup> March 2024

**Signed** .....

**Date** .....

<b>Claim approved</b>	<b>signature: Chair/ Co-Chair of Governors</b>
<b>Cheque received</b>	<b>Claimant's signature</b>
<b>Date paid:</b>	

Forms to be submitted for payment to Chair/ Co-Chair of Governors