



Nurturing to Learn

GOVERNOR ALLOWANCES SCHEME

Governors' Allowances 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.

The Elms School Governing Body 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 objective.

From 1st September 2009, all governors of Elms School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Elms School.
2. The Full Governing Body will agree that proposed expenditure is justified before any reimbursable costs are incurred.
3. Governor Allowances Claim Forms will be approved by the Business Team before being processed by the school office.
4. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - Childcare or babysitting expenses
 - Cost of care arrangements for an elderly or dependent relative
 - Costs incurred because a governor has special needs
 - Costs incurred because English is not the governor's first language
 - Telephone charges and costs for stationery
 - Travel and subsistence

The Governing Body at Elms School acknowledges that:

- Governors will not be paid attendance allowances.
- Governors will 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 (obtainable from the School Office), attaching receipts where possible.

It 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 Chairman of the Business Team for final approval.

Claims will be subject to independent audit and may be investigated by the Chairman of the Governing Body (or Chairman of the Business Team in respect of the Chairman of the Governing Body) if they appear excessive or inconsistent.

