

***St Joseph's Catholic Primary School***  
**To live, love and learn in a caring Christian community**

**GOVERNORS' ALLOWANCES POLICY**

"Live, love and learn in a caring Christian Community"

1. Introduction

It is recognised that, in order to ensure equality of opportunity for all members of the community to serve as governors, allowances should be payable to cover legitimate costs incurred in the performance of their duties. Due provision will be made in the school's annual budget. Categories of allowances are shown below. Expenditure on Items not included must receive prior authorisation by the Chair of Governors or the Head in order for costs to be reimbursed. This policy is intended to comply with latest legislation on this subject i.e. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 which should be referred to if there is need for clarification. (<http://www.legislation.gov.uk/ukxi/2013/1624/made>)

2. Categories of Allowances

Governors/Associate members are entitled to claim allowances for costs legitimately incurred in carrying out their duties in respect of the following items:

- Childcare or baby-sitting arrangements, excluding payments to a current/former spouse or partner.
- Care arrangements for an elderly or dependent relative, excluding payments to a current/former spouse or partner
- Extra costs incurred in performing their duties, either because they have special needs or because English is not their first language.
- Mileage allowance for journeys to/from meetings/training courses at the maximum rate allowed by HMR&C before tax becomes payable
- Travel by public transport to such meetings/training courses.
- Subsistence costs, where overnight or longer stays are required.
- Telephone charges, photocopying, stationery and postage. It should be noted that many of these can be provided free of charge at the school.

Governors/Associate members are not entitled to receive an attendance allowance nor reimbursement for loss of earnings.

3. Claim Procedures

Governors/Associate members wishing to make claims under these categories, must do so in writing, attaching receipts where possible. Claims in respect of mileage allowance and/or travel by public transport must include details of the journey involved and the reason for undertaking it. Similarly, for subsistence costs, adequate justification must be stated. All claims should be submitted to the school within two weeks of the date when the costs were incurred for authorisation by the Head. Reimbursement will normally be made within the following two weeks. Claims may be subject to independent audit and to investigation by the Chair of Finance & Premises Committee if they appear excessive or inconsistent.