



Governor Allowances Policy

This policy statement has been developed in accordance with the Education (Governor 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. Garlinge Primary School and Nursery Governing Body 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 Garlinge Primary School and Nursery 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 Garlinge Primary School and Nursery, and are agreed by the Governing Body that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - The cost of travel relating only to travel to meetings/training courses at a rate of 40 pence per mile which does not exceed the specified rates for school personnel;
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Governing Body at Garlinge Primary School and Nursery 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 claims form (obtainable from the Business Manager), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors to be presented to the Full Governing Body (which meets at least once per term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.



Garlinge Primary School and Nursery

GOVERNOR ALLOWANCES

Claim Form

Name:	Name of School: Garlinge Primary School and Nursery
Address:	Claim Period:
Post Code:	Date:

I claim the total sum of £..... for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Name:

Signature: Date

	£	p	p
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

This form should be submitted to: The Business Manager
 Garlinge Primary School and Nursery
 Westfield Road
 Margate
 Kent
 CT9 5PA

Approved by: Date:
 (Chair of Governors)