



St Edward's Catholic First School

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Governors' Allowances Policy

St. Edwards Catholic First School has developed this policy in accordance with the Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)

POLICY STATEMENT

These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they 'necessarily incurred to enable them to perform any duty as Governor'. St. Edward's Catholic First School Governing Body believes that paying governor's 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.

Governors of St. Edward's Catholic First School have been 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 St. Edward's Catholic First School, and are agreed by the Steering Committee that they are justified before any reimbursable costs are incurred. The Steering Committee shall consist of the Chair of Governors, Vice Chair and Chair of the Finance Committee.
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:
 - Childcare or babysitting 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/former spouse or partner);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;

- Claims for expenses may be made for travel between the governor’s household and the school, at the level of mileage rates published by HM Revenue and Customs (45 pence per mile). - The nature of the visit must be related to the work of the governing body, e.g. governors’ meetings, training courses, etc.
- Telephone charges, photocopying, stationery, postage etc;

The Governing Body at St. Edward’s Catholic First School 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 School Business Manager). Receipts must be attached where available and claims must be made within two weeks of the date when the allowances were incurred. The Chair of Governors or Chair of Finance must approve claims and claims forms to be presented to the Finance Committee (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 (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed by the Headteacher on an annual basis.

Reviewed:	School Business Manger	17 th November 2022
Approved:	Resources Committee	16 th March 2023
Ratified:	FGB	24 th May 2023
Review frequency	3 years	