



## Pitmaston Primary School

### 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. Pitmaston 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.

#### **All governors of Pitmaston Primary 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 Pitmaston Primary School, and are agreed by the Resources Committee 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:
  - 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/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;
  - The cost of travel relating only to travel to meetings/training courses at the appropriate rate 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 LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

#### **The Governing Body at Pitmaston Primary 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 Office), 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 or Chair of Finance to be presented to the Resources 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 Chair of Resources in respect of the Chair of Governors) if they appear excessive or inconsistent.

Reviewed and updated by the Resources committee on 13<sup>th</sup> October 2022

To be review – Autumn Term 2025

**CHILDREN'S SERVICES DIRECTORATE  
RAISING ACHIEVEMENT & ACCESS TO LEARNING**

**CLAIM FOR GOVERNORS' ALLOWANCES**

I wish to make the following claim for expenditure incurred by me, against the budget of

\_\_\_\_\_ School

<b>Name</b>		<b>Pay Reference Number (if issued)</b>
<b>Address</b>		<b>National Insurance Number</b>
	<b>Postcode</b>	

<b>Date</b>	<b>Details of Claim</b> (eg childcare, telephone, photocopying, travel, etc) (please enter travel & telephone details overleaf)	<b>Cost Incurred</b>	
		<b>£</b>	<b>p</b>
<b>TOTAL</b>			

1. A claim may be made only if it is in accordance with a policy for the payment of governor expenses approved and minuted by the Governing Body.
2. No additional funds are provided to the school to cover governor expenses. Claims are therefore a direct cost against the school budget.

I certify that the foregoing is a correct record of costs incurred, and that expenditure has been incurred on the items for which subsistence allowances are claimed.

**Signed (Governor)** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE HEADTEACHER OF THE ABOVE NAMED SCHOOL**

**For School Office Use Only**

**Certified by Headteacher** \_\_\_\_\_ **Date** \_\_\_\_\_

COMMITTEE MINUTE GOODS REC'D OR WORK DONE PRICES AND CALCULATIONS CHECKED ENTERED ON COPY ORDER OR P.P.R. ENTERED IN INVENTORY OR STOCK BOOK CERTIFIED CORRECT	CHEQUE No.	CONST.	DOCUMENT No.	ORDER NUMBER		
	INVOICE REFERENCE					
	Yr	COST CENTRE	G/L ACCOUNT	INTERNAL ORDER	AMOUNT	VAT. IND.
Finance Dept. Ex'd				VAT. TOTAL		

PLEASE ENTER DETAILS OF TRAVELLING EXPENSES AND TELEPHONE CALLS BELOW

**TRAVELLING EXPENSES**

PLEASE NOTE – TOTALS MUST BE CARRIED OVERLEAF

DATE	JOURNEY	MILES	SUBSISTENCE				RAIL OR OTHER FARES		CAR PARKING (RECEIPTS ATTACHED)		PURPOSE OF VISIT & PASSENGERS NAMES (IF ANY)
			AMOUNT		TIME ABSENT		£	p	£	p	
			£	p	FROM	TO					
	Unless otherwise indicated all journeys were made from and to base										
	<i>Carried Forward</i>										

**TELEPHONE CALLS**

(Alternatively you may attach a copy of your bill with the calls highlighted)

PLEASE NOTE – TOTALS MUST BE CARRIED OVERLEAF

Date	Person Called	Reason for Call	Amount	
			£	p
		<i>Carried Forward</i>		