

BROOKHILL LEYS PRIMARY

Governors Allowances & Expenses Policy



Introduction and Context

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. Brookhill Leys Primary 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.

Governors of Brookhill Leys Primary School are entitled to claim the actual costs, which they incur as follows:

- Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor of Brookhill Leys Primary School, and are agreed by the Governing Body that they are justified before any reimbursable costs are incurred.
- Governors are 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 45 pence per mile which does not exceed the rates for school personnel. All mileage claims must have a VAT receipt attached.

Governors are also supplied with an iPad, which remains the property of Brookhill Leys Primary School, and must be returned at the end of their term of office if less than 3 years old. The iPad is for the use of work in conjunction with the Governing Body, and should be brought to all meetings.

The Governing Body at Brookhill Leys Primary School acknowledges that:

- Governors are not paid attendance allowance
- Governors are not 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 when the allowances were incurred, they will then be submitted to the Headteacher for approval, and then presented to the Finance Committee at the next meeting.

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

J Sainsbury
Headteacher
February 2017
Review February 2018



Appendix 2

Governor Allowances & Expenses Claim Form

Name:	
Address:	
Post Code:	Claim Period:

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Travel Expenses – All mileage claims must have a VAT receipt attached

Date	Details of Journey	Mileage	Total amount claimed at 45p per mile

Other Expenses – All expenses claims must have a receipt attached

Date	Details	Cost	Total amount claimed

I claim the total sum of £_____ for governor expenses as detailed above. I have attached relevant receipts to support my claim.

Signed _____

Date _____