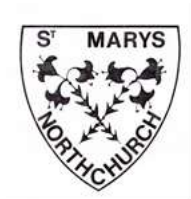


Excellence Together, Learning Through Faith.



St Mary's C of E (VA) Primary School

As a Church School we seek to ensure that the ethos and principles of Christianity underpin the experiences of the children in our care.

“St Mary's is an inclusive school where we believe that all people are of equal value, irrespective of their ethnicity, culture, religion, gender, ability or sexual identity. We recognise and respect their differences.”

Governors' Allowance Policy

This policy is GDPR compliant.

Date of issue: September 2015

Last reviewed/adopted: September 2018

Next review date: Autumn 2021

Signed: _____

Date: _____

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. St Mary's 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.

From January 1st September 2015, all governors of St Mary's 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 St Mary's 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 a rate of 45 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 LA or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Governing Body at St Mary's School acknowledges that:

- Governors may not be paid an 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 3 months of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Resources to be presented to the Resources Committee 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.

St Mary's C of E Primary School

Governor Allowances claim form

Name of governor: _____

Term for which claim submitted (e.g. Autumn 2015): _____

Care arrangements

Date	Meeting/course	Name of carer	# hours	Total claim (£)

Travel

Date	Meeting/course	Method of travel	# miles	Total claim (£)

Other (as allowed by the Governors Allowances Policy)

Date	Meeting/course	Method of travel	# miles	Total claim (£)

I would like to claim reimbursement for the above amounts. I have attached supporting receipts for all expenses claimed.

Signed: _____

Date: _____

Approved (Chair of Resources Committee/CofG): _____