

## GOVERNORS' ALLOWANCE POLICY

Person Responsible:	School Business Director
Adopted by Governing Body:	1 <sup>st</sup> March 2022
Last reviewed on:	May 2026
Next review due:	May 2027

The Education (Governors' Allowances) Regulations 2003 enable governing bodies to pay allowances to Governors from the school's annual budget allocation "in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty". Oaklands School Governing Body believes that paying governors allowances, in specific categories as set out below, is important to ensure equality of participation for all members of the school community to enable them to serve as governors. The specific items allowable reflect this objective.

**All Governors at Oaklands School are entitled to claim the actual cost which they incur, with the prior approval of the Governing Body, as follows:**

- Childcare allowances to reimburse the actual cost paid to a registered childminder or the cost of a babysitter. Payments to family members or friends are not permissible.
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a family members or friends).
- Extra costs Governors incur in carrying out their duties because they have special needs or because English is not their first language.
- Cost of occasional additional training agreed in advance (normally training course fees will be directly invoiced to the school).
- Cost of travel to meetings and training, other than termly Full Governing Body and committee meetings held at the school.
- Travel and subsistence costs, payable at the current rates specified by the Department for Education related to attending national meetings or training events, unless these costs can be claimed from the LEA or other source.
- Telephone charges relating to school business, stationery, postage etc., where the Governor is unable to use the facilities of the school. A written record must be kept

or a receipt obtained. Claims will be limited to reimbursing the actual costs involved.

Oaklands School Governing Body acknowledges that:

▫ Governors may not be paid attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.

**Procedure:**

- 1) Governors expecting to incur costs under these arrangements should obtain approval in advance from the Chair of Governors.
- 2) After expenses have been incurred, Governors should complete a claims form (*attached*) obtainable from the school office, attaching receipts, and return it within 2 weeks to the School Business Director.
- 3) After these have been checked by the Chair of Governors they will be submitted to the next meeting of the Finance and Premises Committee for final approval.
- 4) Claims will be submitted to independent audit and may be investigated by the Chair if they appear excessive or inconsistent.

Signed by Chair of Governing Body:	
Name:	
Date:	

## Governor Allowance Claim Form

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	
<b>Post Code:</b>	
<b>Claim Period:</b>	

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

	£	Date
Childcare expenses		
Care arrangements for an elderly or dependent relative		
Support for Governors with special needs		
Support for Governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Other (please specify)		
<b>TOTAL EXPENSES CLAIMED</b>		

Prior Agreement by..... on Date:.....

Signed.....

Print Name:.....

Date:.....

This form must be submitted to:

Oaklands School Office for final approval by Chair of Governors. Remember all expenses must have had prior agreement.

For Office Use only	
Authorised by:	Date:
Print Name:	
Payment Date:	Cheque No: