

POLICY ON GOVERNORS' ALLOWANCES

1. This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2004. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses that they incur in carrying out their duties.
2. Larkmead School Governing Body believes that paying Governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity for all members of the community to serve as governors, and so is an appropriate use of school funds. The specific items allowable reflect this objective.
3. Claims can be made providing the costs are incurred in carrying out their duties as a Governor or representative of Larkmead School. Approval shall be obtained from either the Chair of Governors or the Chair of Finance and Premises before any reimbursable costs are incurred.
4. From 1 April 2006, all governors of Larkmead School will be entitled to claim the actual costs that they incur on a case-by-case basis as follows:
 - a. Childcare or baby sitting allowances (excluding payments to a current or former spouse or partner).
 - b. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current or former spouse or partner).
 - c. Extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
 - d. The cost of travel relating only to travel to meetings and training courses at a rate of 24 pence per mile or the specified rate for school personnel (whichever rate is lower).
 - e. Travel and subsistence costs, payable at the current rates specified by the Secretary of State for Education and Skills, associated attending meetings or training events, unless these costs can be claimed from the LEA or any other service.
 - f. Telephone charges, photocopying, stationery, postage, etc.
 - g. Any other justifiable allowances.
5. The Governing Body at Larkmead School acknowledges that:
 - a. Governors may not be paid an attendance allowance
 - b. Governors may not be reimbursed for loss of earnings
6. 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 Office within 2 weeks of the date when the expenses were incurred, when they will be submitted to the Chair of Governors or to the Chair of Finance and Premises. Self-approval of an individual's own expenses is not acceptable.

7. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance and Premises in respect of the Chair of Governors) if they appear excessive or inconsistent.
8. This policy was adopted at the Meeting of the full Governing Body on 16th May 2016 and will be reviewed every 3 years.

Larkmead School: Form to Claim Governor's Expenses

Name:	Address:
Claim Period:	
Date of Claim:	
Amount Claimed:	Post Code:

I claim the above sum for governor expenses as detailed below. I have attached relevant receipts to support the claim.

	Amount Claimed
Petrol to attend a meeting. Total miles. Details of meeting:	
Travel and subsistence to attend the following meeting: Details of meeting:	
Child care / Baby sitting / Care arrangements for elderly or dependent to enable me to attend meeting Details of meeting:	
Other expenses: Details:	
Other expenses: Details:	
Total	

Please submit this form to the School Office, Larkmead School, Faringdon Road, Abingdon.

Signed by the Claimant		Signed by the Authoriser	
Printed Name		Printed Name	
Date		Date	