



Cowbit St Mary's Church of England Primary School

Governors Allowances Policy

This policy statement has been developed in accordance with the The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Departmental advice for school leaders and governing bodies of maintained schools and management committees of PRUs in England. 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. Cowbit St Mary's Endowed CoE 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 1st January 2018, all Governors of Cowbit St Mary's Endowed Church of England School will be entitled to claim the actual costs, which they incur as follows on a case-by-case basis and with the prior approval of the Governing Body:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Cowbit St Mary's Endowed Church of England Primary School, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
2. The cost of travel relating only to travel to meetings and/or training courses beyond a 10 mile radius shall be at a rate not exceeding the Lincolnshire County Council's Mileage Rate.

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

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.
- Governors wishing to make claims, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts 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 Finance who will present to the Finance Committee (which meets at least once per half- term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.

Review

The Headteacher, staff and Governors will review this policy annually.

Approved by Governors December 2017

Signed Chair of Governors

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For review December 2018