



## Governors' Allowances Policy 2017

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 which they incur in carrying out their duties. Lickey Hills Primary School and Nursery 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 reflect this objective.

From April 2016 all governors of Lickey Hills Primary School and Nursery will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim in exceptional circumstances allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Lickey Hills Primary School and Nursery, and are agreed by the 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 cost of travel relating only to travel to meetings/training courses at an agreed rate 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 other source.
  - Telephone charges, photocopying, stationery, postage, etc
  - Any other justifiable allowances.

The Governing Body at Lickey Hills Primary School and Nursery acknowledge that:

- Governors may not be paid 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, from the Chair of Governors, should complete a claims form (obtainable from the school office) attaching receipts, where possible, 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 Governors or Chair of Finance to be presented to the Finance Committee 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.