

Bordon Junior School

Governors' Allowances Policy

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 to governors for certain allowances which they incur in carrying out their duties.

Bordon Junior School Governing Body believes that paying governor' 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 and an allocation is made within the budget to cover such costs.

All governors of Bordon Junior 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 Bordon Junior School, and are agreed by the Head Teacher 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 the current rate 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 Bordon Junior School acknowledges that:

- Governors may not be paid attendance allowance
- Governors may not be reimbursed for loss of earnings

Procedure for presentation of claim for reimbursement

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office). A corresponding VAT receipt must be attached to the claim form. The completed claim should be returned to the School within a year of the date when the allowances were incurred, when they will be submitted for approval by the Head Teacher.

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.

Further details available:

http://www3.hants.gov.uk/nga_good_practice_in_developing_an_allowances_policy_for_g_8230_.pdf

This policy is reviewed by the Finance Committee annually.