



Crawford Village
Primary School & Nursery

Small enough to care...big enough to inspire

Governors' Allowances Policy

November 2019

Governors' Allowances Policy

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations, 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. Crawford Village 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.

All governors of Crawford Village School will be entitled to claim actual costs, incurred 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 Crawford Village School, and are agreed by the Governing body 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 a rate of 45 pence per mile which does not exceed the HMRC approved mileage rates for cars and vans;
 - Travel and subsequent 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 LEA or any other source;
 - Any other justifiable, pre-approved allowances.

The Governing Body at Crawford Village School acknowledges 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) should complete a claims form (appendix 1),

attaching receipts. This should then be returned to the School within two weeks of the date when the costs were incurred. At this stage, they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee (which meets at least once per 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 ratified by Governors at the FGB meeting in December, 2019 and will be reviewed in November 2021.

Date: November 2019

Next review: November 2021

Appendix 1

Governor Expenses Claim Form

Name:	Date:
Claim Period:	

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

Signed.....

Child care/ Babysitting 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)	

This form should be submitted to Crawford Village Primary School
School Office