

POLICY FOR	GOVERNOR ALLOWANCES
PERSON RESPONSIBLE	HEADTEACHER
REVIEW DATE	September 2021
NEXT REVIEW DATE	September 2023
APPROVED BY	GOVERNING BODY
APPROVAL DATE	

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

The Governing Body for The Malling School believes that paying members' 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.

The Governing Body delegate authority to the Headteacher for the day to day implementation of the policy and approval of expenditure.

All Governors will be entitled to claim the actual costs, which they incur as follows:

1. To be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of The Malling School and are agreed by the Headteacher that they are justified before any reimbursable costs are incurred.
2. To be able to claim for the following, on a case by case basis and with the prior approval of the Headteacher:
 - The cost of travel relating only to travel to meetings/training courses at a current inland revenue tax exempt rate per mile which does not exceed the specific 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 costs can be claimed from the Local Authority or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Governing Body of The Malling School acknowledges that:

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

Members wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk) attaching receipts where possible, and return to the School for approval and payment. Monitoring of governor allowances will be the responsibility of the Finance Manager.

Claims will be subject to independent audit and may be investigated if they appear excessive or inconsistent.



GOVERNOR EXPENSES CLAIM FORM

Claim by (Name)
 (Initials & surname in block letters)

Address

I hereby claim the payment of travel and/or other expenses set out below and declare that I have made the journeys specified and have incurred the expenses claimed (receipts attached) in the performance of my duties as a member of The Malling School Governing Body.

Date **Signature of Claimant**

Date	Details of Journey		Purpose of Journey/ Details of Expenses	Return Mileage	Expenses Claimed £
	From	To			
				Total	

Approved for Payment

 Headteacher