

# BEN JONSON PRIMARY SCHOOL



## GOVERNORS' ALLOWANCE POLICY

**Date reviewed:** 15.03.16

**Signed:** \_\_\_\_\_

**Date due for review:** March 2018

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

Ben Jonson Primary 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.

**All governors of Ben Jonson Primary 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 Ben Jonson Primary School, and are agreed by the Finance 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:
  - 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 24 pence 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 any other source
  - Telephone charges, photocopying, stationery, postage etc
  - Any other justifiable allowances.

**The Governing Body at Ben Jonson Primary 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 GE1 (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 or Headteacher.

## Monitoring & Review

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 or Headteacher) if they appear excessive or inconsistent.

*(This policy is taken from the National Governors' Council, Good Practice Guides for Governors).*  
**GE1 Form**

<b>Name:</b>	<b>Name of School:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

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

Signed.....

	£	p	p
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			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to:  
 Ben Jonson Primary School  
 Harford Street, London, E1 4PZ