



St Joseph's Catholic Primary School

Governors' Allowances Policy

Rev	Date	Author	Summary of Amendments	Reviewed by	Date	Approved (Date of FGB meeting)	Next Review	Responsible Committee
1	16/11/22	G.Bath	New draft New format Based on 2020	Resources	23/01/23	26/01/23	Sept 24	Resources

Governors' Allowances Policy

Vision



Together we love - Together we hope - Together we learn

Mission

St Joseph's Catholic Primary School is an inclusive, vibrant, Catholic community where we enable and encourage everyone to share and nurture a love of learning and the love of Christ.

Together, we hope to inspire ourselves and each other to be the best we can and to embrace our future with confidence.

Introduction

In line with our vision statement, our school uniform plays a valuable role in contributing to the Catholic ethos of a school, setting a distinctive and high standard of appearance, of which the children and community are proud.

Introduction

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. Saint Joseph's Catholic 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 Saint Joseph's Catholic Primary School will be entitled to claim the actual costs, which they incur as follows:

- Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Saint Joseph's Catholic Primary School, and are agreed by the Resources Committee that they are justified **before** any reimbursable costs are incurred.
- Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Resources Committee:
 - Childcare or babysitting 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 in accordance with the Inland Revenue Authorised Rate per mile which does not exceed the specified rates for school personnel. For public transport, actual costs incurred, limited to second class fares.
 - 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 Saint Joseph's Catholic 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 (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. They will be submitted for approval by the Chair of Governors or Chair of Resources and will be presented to the next Resources Committee (which meets at least once per term in the six term year) for final approval before payment will be made.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resources in respect of the Chair of Governors) if they appear excessive or inconsistent.

Approved by the Resources committee:

Date: 23rd January 2023

This policy will be reviewed by the Resources Committee annually.

Authorisation

Signed by (Chair of Governing Board)

A handwritten signature in black ink, appearing to be 'ML', is centered within a light gray rectangular box.

Approved by Governing Body: 26th January 2023

Review Date: September 2024

**St Joseph's Catholic Primary School
Governors Allowances Claims Form**

Name:	
Address	Date:
Post Code	Claim Period:

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

Signed.....

	£	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)		
TOTAL EXPENSES CLAIMED		

This form should be submitted to:

The Chair of the Resources Committee
c/o Saint Joseph's Catholic Primary School
Bristol Road

Portishead
BS20 6QB