



# St. Peter's Catholic Primary School

## Governors' Allowances Policy

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share the same commitment. We follow Gloucestershire Safeguarding Children's Board Procedures. For more information go to*

*[www.gscb.org.uk](http://www.gscb.org.uk)*

*This policy must be read in conjunction with the Safeguarding Incorporating Child Protection Policy and the Equal Opportunities Policy.*

Ratified on: 10<sup>th</sup> March 2021

Review Date: March 2022

## **ST PETER'S CATHOLIC PRIMARY SCHOOL**

### **Governor's 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 allocation to the governors for certain allowances which they incur in carrying out their duties. St Peter'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.

**From 2018 all governors of St Peter's 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 St Peter's School, and are agreed by the Resources 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 the Governing Body:
  - 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 at a rate of 24p per mile, which does not exceed the specified rates for the 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 St Peter's Catholic Primary School acknowledges that:**

- Governors may not be paid attendance allowances;
- 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 Clerk to Governors), attaching receipts where possible, and return it to the Clerk within two weeks of the date when allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Resources to be presented to the Resources Committee for final approval.

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.

This policy will be reviewed annually.

Signed .....  
Chair of Governors

Date .....

## St Peter's Catholic Primary School

### Governor Allowance Claim Form

Name:	Name of School:
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 independent 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:

Clerk to The Governing Board  
 St Peter's Catholic Primary  
 Horton Road  
 Gloucester  
 GL1 3PY

01452 524792

[clerk@st-peters-pri.gloucs.sch.uk](mailto:clerk@st-peters-pri.gloucs.sch.uk)