

Florence Melly Community Primary School Governor Allowances and Expenses Policy

IF YOU CAN DREAM IT, YOU CAN DO IT!



Policy Approval

| | | | | | | | | | | |
|---|---|------------|-----------------------|--|--------------------|-------------------------------|-------------------------|------------------------|--------------------------|--|
| Policy Title: | Governor Allowances and Expenses Policy | | | | | Date written: | March 2024 | | | |
| Written by: | Aaron Leach (Headteacher) | | | | | New or revised policy: | New | | | |
| Stakeholders consulted in policy production: (✓ or x) | Governors | SLT | Teaching Staff | Support Staff | Admin Staff | Parent/Carers | Pupils | Local Community | External Agencies | |
| | ✓ | ✓ | | | | | | | ✓ | |
| Implementation: | Date of ratification: | | | Date presented to staff: | | | Date of renewal: | | | |
| | 19th March 2024 | | | March 2024 | | | March 2025 | | | |
| Published on: (✓ or x) | School Website | | | School Prospectus/Induction Materials | | | Staff Handbook | | | |
| | ✓ | | | ✓ | | | ✓ | | | |



Florence Melly Community Primary School

Governor Allowances and Expenses Policy - March 2023

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 budget to governors for expenditure necessarily incurred in carrying out their duties as a governor of the school. The Governing Body of Florence Melly Community Primary School believes that paying governors' allowances 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 March 2024, all Governors of Florence Melly Community 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 Florence Melly Community Primary School, and are agreed by the Full Governing Body 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 Governing Body:

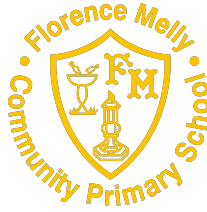
- Childcare or child minding allowances (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The cost of travel relating only to travel to meetings/training courses at the Liverpool City Council (LCC) approved rate;
- Travel and subsistence costs (which do not exceed LCCs approved rates) associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

It is acknowledged that:

- Governors may not be paid an 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, attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred. The expense claim form will be submitted to the Full Governing Body for final approval.

This policy is reviewed annually.



Florence Melly Community Primary School

Governor Allowances and Expenses Claims Form

| | |
|------------|-------------------|
| School: | Name of Governor: |
| Address: | Date: |
| Post Code: | Claim Period: |

I claim the total sum of: £ _____ for Governor expenses as detailed below.

I have attached the relevant receipts to support my claim.

Signed:

| | £ |
|--|---|
| Childcare/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 is subject to scrutiny by Internal Audit.

This form should be submitted within two weeks of the date when the allowances were incurred to the School Business Manager.