



LANESEND PRIMARY SCHOOL  
LOVE LANE, COWES  
ISLE OF WIGHT PO31 7ES  
TEL & FAX: 01983 293 233  
E: ADMIN@LANESENDPRI.IOW.SCH.UK  
WWW.LANESENDPRIMARY.IK.ORG



# Lanesend Primary School

## Governors Allowance Policy Statutory Policy

Signed: ..... Date:  
(Headteacher)

Signed: ..... Date:  
(Chair of Governors)

**Review Date:** December 2018 (Yearly)  
**Reviewed By:** Money Group / Full Governing Body

## Lanesend Primary Governors Allowance Policy

It is recognised that being a Governor is not always cost free and that on occasions expenditure will be incurred. 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 may incur in carrying out their duties. Lanesend 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 will be able to claim allowances providing they are reasonably incurred in carrying out their duties as a Governor of Lanesend Primary School. They will be funded from the school budget at a level approved by the Full Governing Body (FGB) before any reimbursable costs are incurred.

Governors will be able to claim for the following:

- The cost of travel relating only to travel to meetings / training courses not held at the school. This rate is currently set at 45 pence per mile up to 10,000 miles and 25p thereafter and is linked to the Local Authority rate as approved by HMRC.
  - Claims for mileage should be made from home/work/school, whichever is the shortest.
  - Where claims for fuel are made a VAT receipt must also be provided.
  - Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail or economy ferry travel. Where it is not possible to use public transport, the actual cost of a taxi fare will be reimbursed. Receipts will be required and must contain a VAT number.
- Extra costs incurred in performing duties either because the Governor has additional needs or because English is not their first language.
- Child care or babysitting
  - Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the Governor is attending meetings of the Governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted i.e. a stamped receipt. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).
- Care arrangements for an elderly or dependent relative
  - Costs may be claimed for situations similar to those for child care.

- Telephone charges, photocopying, ink, stationery, etc
  - We encourage our Governors to use our photocopier and printer to reduce their stationary costs. Where this is not possible a claim for reimbursement may be made. Receipts must be kept where appropriate and clearly show a VAT number; in all other cases a detailed written record should be made and submitted. Governors are not recommended to print all papers and should view them electronically wherever possible. These facilities can be made available within school.
  
- Other
  - Claims for subsistence allowances, i.e., for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, can only be claimed by prior approval and with a valid receipt.

The Governing Body at Lanesend Primary School acknowledges that:

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

Governors wishing to make a claim under this policy, once prior approval has been sought, should complete a claims form (obtainable from the Headteacher/School Office), attaching receipts with a VAT number shown and return it to the School Office within two weeks of the date when the allowances were incurred.

They will then be submitted for approval to the Chair of Governors for approval. All approved allowances will be presented at the subsequent meeting of the FGB for validation and monitoring.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. Fraudulent claims may lead to removal from the Governing Body.

The Head Teacher will recommend to the FGB (via the budget setting) the total amount to be allocated each year to payment of the Governors' allowances and will monitor usage and compliance throughout the year. The Business Manager will produce an ongoing monitoring report to the Governing Body each half term and at the end of the financial year, detailing the total spent on this category.

Providing that only actual expenditure is reimbursed and the expenses are reasonable, governors will not be liable for tax.

## Governors' Allowance Claims Form

NAME:	DATE:
ADDRESS:	CLAIM DESCRIPTION:
POST CODE:	CLAIM DATE:

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

Signed: .....

TYPE OF CLAIM	AMOUNT
Mileage @ _____ 45p / mile	
Travel to meeting/training course	
Support for additional needs	
Support for case where English is not first language	
Other – please state	
<b>TOTAL ALLOWANCE CLAIMED</b>	£
Comments/details:	

Approved by: .....

Position: .....

Date: .....

Date claim paid: .....