



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. Christ Church 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 1<sup>st</sup> April 2008 all governors of Christ Church 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, and are agreed by the Finance Committee.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Finance Committee of the Governing Body:
  - a) Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
  - b) Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - c) The cost of travel relating only to travel to meetings/training courses.
  - d) Telephone charges, photocopying, stationery, postage etc;
  - e) Any other justifiable allowances.

The Governing Body at Christ Church acknowledges that:  
Governors may not be paid attendance allowance; and  
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



Christ Church C of E Primary School  
Governors Allowances Policy

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 to the Finance Committee (which meets at least once per half-term).

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

This policy will be reviewed annually



### Governor Allowance Claim 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	Receipt
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relation			
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>			

**Submit this form to the School Office**