



Governors Allowance Policy

Mission Statement (5 Promises)	
Keep Everyone LEARNING	<p><i>Because God calls us to fullness of life in Christ we provide varied exciting opportunities for children to achieve highly.</i></p> <p>God invites us to promise; to keep everyone learning</p>
Keep Everyone INCLUDED	<p><i>Because God calls us to love our neighbour we respect and include each other and develop the skills of confidence, resilience, independence, empathy and understanding.</i></p> <p>God invites us to promise; to keep everyone included</p>
Keep Everyone SAFE	<p><i>Because God shows us the best way to live we get to know ourselves and learn how to be safe.</i></p> <p>God invites us to promise; to keep everyone safe</p>
Look After the World Around Us	<p><i>Because God calls us to live as faithful members of the community we respect the world around us.</i></p> <p>God invites us to promise; to look after the world around us</p>
Be Honest	<p><i>Because God calls us to be like him we get to know ourselves and learn to respect the truth.</i></p> <p>God invites us to promise; to be honest</p>

Approved by	Approval date	Review date
FGP&P	17.05.2021	Summer 2023

Governors Allowance Policy

Adopted: Summer 2021

To be reviewed: Summer 2023

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. Holy Family Catholic Primary School Governing Body believes that paying governor 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 the date of appointment all governors of Holy Family Catholic 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 Holy Family Catholic Primary School and are agreed by the Chair of Governors 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 of the Chair of 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 the specified rates for 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 Holy Family Catholic Primary School acknowledges that:

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

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, when they will be submitted for approval by the Chair of Governors.

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

Signed Catherine Grand (Chair of Governors)

Holy Family Catholic Primary School - Governor Expenses Claim Form

Name:		Name of School:	HOLY FAMILY CATHOLIC PRIMARY
Address:		Post Code:	
Claim Period:		Date:	

I claim the total sum of £..... for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Signed _____ Date _____

	£
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 Governors.

Chair of Governors Approval (Signature) _____ Date _____