



The Governing Body for Carisbrooke College and Medina College

Governors' Allowances (scheme for paying)

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Approved by	Resources Committee
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Review frequency	Four years
Next review	June 2020

This policy statement has been developed in accordance with the School Governance (Roles, Responsibilities and Allowances) (England) Regulations 2013. 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. This 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 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 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 IW Council rates current at the time of travel;
- Travel and subsistence costs, payable at the IW Council rates current at the time costs were incurred 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 acknowledges that:

- Governors may not be paid 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 (obtainable from the Director of Finance), attaching receipts, and return it 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.

Governor Expenses Claim Form

Name:

Address:

Post code:

Date:

Claim Period:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim. Claims for travel will require the completion of the standard IW Council claim form. Reimbursement will be at the IW Council rate current at the time of travel.

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