



THE COLLETON PRIMARY SCHOOL

GOVERNOR ALLOWANCES AND EXPENSES POLICY

This policy 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 costs that they incur in carrying out their duties. Colleton Primary School's Governing Body believes that paying governor expenses in specific categories outlined below is an appropriate use of school funds; however no allowances will be payable.

All governors (including Associate Governors) of Colleton Primary School will be entitled to claim the expenses that they incur, providing that they are incurred in the carrying out of their duties as a governor, or as a representative of Colleton School, and approved in advance, in the following circumstances:-

1. The cost of travelling standard class to training courses/meetings (save for meetings held at the School). If a private motor vehicle is used the cost of travel will be calculated at the rate of 45 pence per mile. If public transport is used the actual costs may be reimbursed.
2. Car parking charges for the duration of the training course/meeting.

No other allowances will be paid.

The Governing Body of Colleton Primary School acknowledge that governors may not be paid attendance allowance and/or may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements should submit a claim form, together with any receipts, to the School Business Manager within 2 weeks of when the expenses were incurred. The claim will be submitted to the Chair of the Staff and Finance Committee for approval. No governor shall approve their own claim for expenses. In this case, the expenses claim will be passed to the Chair or the Vice-Chair of the Full Governing Body for approval.

Responsibility: Staff and Finance Committee
Reviewed: Annually
Author: Rebecca Marr
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