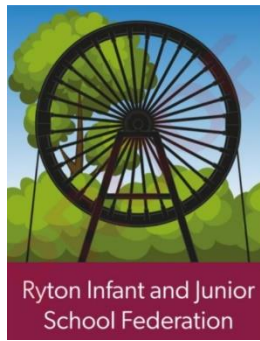


GOVERNOR ALLOWANCES POLICY



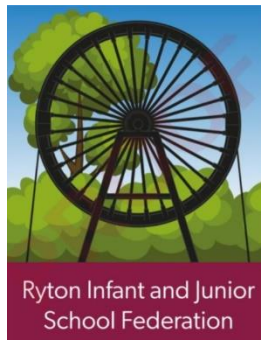
Governors' Allowances Policy

This policy statement has been developed in accordance with the School Governance (Roles, Procedures 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. Ryton Federation of Infant and Junior 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 of Ryton Federation of Infant and Junior Schools 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 Ryton Federation of Infant and Junior Schools and are agreed by the Governing Body 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 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 a rate of 24 pence per mile which does not exceed 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 LEA or any other source;
- Telephone charges, photocopying, stationery, postage etc; Any other justifiable allowances.

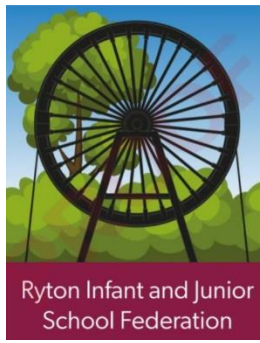
The Governing Body at Ryton Federation of Infant and Junior Schools acknowledges that:

- 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 School Office), attaching receipts and evidence 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 or a Finance Governor to be presented to the Governing Body for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Finance Governor in respect of the Chair of Governors).

This policy will be reviewed annually by the Governing Body. The next review is due November 2021



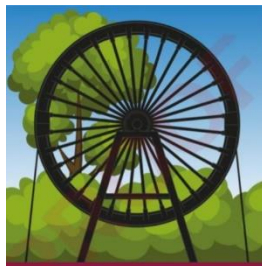
Appendix 1 Claims Form

Name	Name of School
Address	Date
Post code	Claim period
From	
to	

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

Signed.....

	£	P	P
Childcare/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			



Ryton Infant and Junior
School Federation

Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			
This form should be submitted to the school office.			