

2017-2020

Governor Allowance Policy Lenham Primary School

CERI NOREY

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. Lenham Primary 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.

From January 2013, all governors of Lenham 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 Lenham Primary school, Governors expenses to be monitored by the Finance Committee that they are justified
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 baby-sitting 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 the casual user allowances rate set by the Local Authority, the current rate is 45p per mile.
 - 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.; some items i.e. paper, ink cartridges could be obtained through the school bearing in mind that the school may get a cheaper price and can reclaim VAT
 - 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 School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, to be presented to the Finance committee for final approval.

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 every 3 years

Lenham Primary School Equality Statement

Lenham Primary school is committed to ensuring equality of opportunity to all pupils, staff and visitors.

Our Core Values are at the forefront of everything we do and we ensure all at Lenham Primary school are treated equally regardless of age, disability, race, colour, ethnicity, nationality, religious belief, gender, gender identity, transgender, sexual orientation or marital status.

Lenham Primary school strives to be an all-inclusive environment and is always looking for opportunities to broaden the knowledge and experiences of everyone who is involved with our school.