



## **GRANGE INFANT SCHOOL** **GOVERNOR ALLOWANCES POLICY**

### **Introduction**

This policy has been developed in accordance with the new governance guides in relation to the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Part 6. These regulations give Governing Boards (GB) the discretion to pay allowances from the school's annual budget allocation to governors or any associate member for certain allowances which they incur in carrying out their voluntary services.

Grange Infant School GB 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. By adopting this policy, the GB will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

### **Claiming**

Governors may claim allowances to cover expenditure necessary to enable them to perform their duties such as:

- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Travel and subsistence costs, payable at the current rates approved by the school, associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source;
- Telephone charges, photocopying, printer cartridges, stationery, postage etc;
- Childcare
- Care of elderly or dependent relatives
- Any other justifiable allowances.

### **Exclusions**

The GB at Grange Infant School acknowledges that:

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

### **Approval**

Governors wishing to make claims under these arrangements, should complete a claims form (obtainable from the School Business Manager), attaching receipts where possible, and returning it to the school at the next available meeting, 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.

Date reviewed: 20<sup>th</sup> March 2024

Date for next review: March 2025

Signed Headteacher

Signed Chair of Governors