

Dr South's CE Primary School

Bletchington Road, Islip, Kidlington, Oxon OX5 2TQ

Faith, Hope and Love

Headteacher: Mr Huw Morgan

Telephone: (01865) 372323

E-mail: office.3655@dr-souths.oxon.sch.uk

Website: www.dr-souths.co.uk

Governors' Allowance Policy (statutory)

The Governors at Dr South's Primary School adopt the attached Governors' Allowance Policy.

Adopted by the Full Governing Body in November 2011

Reviewed by the Full Governing Body in September 2012

Reviewed by the Full Governing Body in September 2013

Reviewed by the Finance, Premises and Personnel Committee in July 2014

Reviewed by the Finance, Premises and Personnel Committee in October 2016

Reviewed by the Finance, Premises and Personnel Committee in October 2018

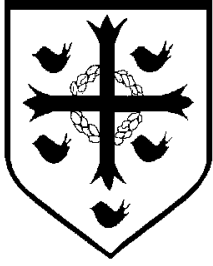
Signed Chair of FPP Committee

Signed Headteacher

Review Date: July 2020

Review frequency: LGB to decide (currently every two years).

Review approval: LGB to decide (can be headteacher, individual governor, committee or FGB). Currently reviewed by FPP Committee.



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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. Dr South's School Governing Body believes that enabling governors to claim 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 Dr South's 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 Dr South's School, and are agreed by the Chair of Governors or Headteacher 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 45p per mile, a rate 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 LA or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

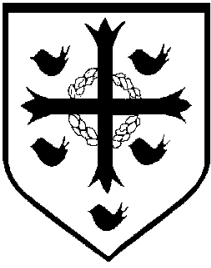
The Governing Body at Dr South's School acknowledges that:

- 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, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee (which meets at least once per half-term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed every two years.



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GOVERNOR ALLOWANCE CLAIM FORM

Name:	Date:
Address:	Claim Period:

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

Signed _____

Expense	Amount
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 or training courses	
Subsistence for national meetings or training courses	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This form should be handed in an envelope to the school office and marked *For the attention of the Headteacher.*