



# West Byfleet Junior School

## Governors' Allowances Policy

### 2017

#### Introduction

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. West Byfleet Junior School Governing Body 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.

All governors of West Byfleet Junior School are entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing they are incurred in carrying out their duties as a Governor or representative of West Byfleet Junior School, and are agreed by the Strategy Group 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 or Chair:
  - 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;
  - Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on the HMRC website. Other expenses should be paid on provision of a receipt (at a rate set out in the scheme) and be limited to the amount shown on the receipt.

The Governing Body at West Byfleet Junior School acknowledges that:

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*Policy:* *Governors' Allowances*  
*Nominated Staff Lead:* *Margaret Gale*  
*Nominated Governor Lead:* *Chair of Governors*

*Status:* *Statutory*  
*Review cycle:* *2 yearly*  
*Next review date:* *Spring 2020*

- 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 Efficiency Committee to be presented to the Finance Efficiency 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 Efficiency in respect of the Chair of Governors) if they appear excessive or inconsistent.

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