



# St. Peter's C.E. Junior School

Stilwell Close, Yateley, Hampshire GU46 6XH.

<i>Policy Number: F/2/May08</i>	<i>Date Agreed: 15<sup>th</sup> May 2008</i>
<i>Policy Title:</i>	<i>Authorised By:</i>
<b>GOVERNORS' ALLOWANCES</b>	<u>R J Tickell</u>
<i>Area: Finance &amp; General Purposes</i>	<i>Due for Review: May 2009</i>
<i>The Governing Body believes that fairness and consistency of judgement is essential to the operation of the school. All members of the school have equality of opportunity to achieve their full potential and will not be discriminated against because of age, disability, gender, sexual orientation, nationality, race, or religion. The Governing Body believes that the school always has to be aware of the potential for unconscious discrimination, to avoid assumptions about individual members of the school based on stereotypes and to use the teaching and learning arrangements actively to encourage everyone to achieve their full potential.</i>	
<i>All our policies are consistent with our duty of care to protect our pupils and to provide a learning environment which is safe and healthy.</i>	
<i>In all our dealings, we respect the strict code of confidentiality that underpins our school ethos.</i>	

## AIM

The governing body of St. Peter's School believes that paying governors' expenses, 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.

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.

## BUDGET

The governing body will allocate a budget of £150 for expenses for the year 2008/9. This amount will be reviewed annually

## ALLOWANCES

All governors of St. Peter's School will be entitled to claim the actual costs that they incur in carrying out their duties. Governors may not be paid attendance allowance, nor may Governors be reimbursed for loss of earnings.

The following expenses may be claimed. Unless otherwise specified amounts up to £25 a term may be claimed without prior approval.

<b>ITEM</b>	<b>RATE/CONDITIONS</b>
Car mileage in respect of Full Governing Body meetings, committee meetings, training and other governor duties	Inland revenue rates, currently 40p per mile and 5p per passenger.
Other travel expenses	At cost, but not exceeding 2 <sup>nd</sup> class rate
Taxi fares	At cost, but only if the prior consent of the Chair of Governors or Chair of Finance has been received
Care costs for children and dependent relatives (No expenses may be claimed when care is provided by current/former spouses/partners or other responsible persons normally resident in the family home)	At actual cost up to a maximum rate of £10 per hour
Extra costs they incur in performing their duties either because they have special needs or because English is not their first language	At cost
Car park charges	At cost
Postage charges	At cost (but for stationary, stamps or photocopying - the use of school facilities is preferred)

Where expenses are being claimed, governors should complete an expenses claim form at least termly. Claims up to £25 a term for travel expenses may be authorised by the Chair of Governors or Chair of Finance. The school will then make payment.

Claims for other expenses, or exceeding £25 a term, will be put to the Full Governing Body for approval.

All claims must be supported by receipts or records of costs.

The Governing Body will need to approve all claims once the agreed budget has been exceeded.

### **AUDIT AND ACCOUNTABILITY**

All expenses claimed will be reported and reviewed at the following Finance and General Purposes Committee meeting.

All expenses claims will be subjected to the normal LA audit arrangements.

All governors' expense claims and the supporting receipts and records will be held by the school.

### **WITHDRAWAL ARRANGEMENTS**

In accordance with School Governing Regulations, any governor whose expenses are the subject of consideration at a meeting must withdraw from the item and take no part in the discussion.

### **SYSTEM FOR PROCESSING AND AUTHORISING CLAIMS**

Complete claim form

Pass onto Chair of Governors/Chair of Finance for signature of approval, following policy guidelines.

**Submit to school administration office**