



Spinney Primary School - Governor's Allowances Policy

An Agreed Scheme For The Payment Of Spinney Governors' Allowances

Spinney Governors acknowledge that being a governor is a voluntary role. It is important to ensure that there is equality of opportunity to serve as governors for all members of the community. While it is important that no-one should be out of pocket, allowances must be seen within the context of the school budget.

1. This scheme has been agreed and put in place to reimburse governors for expenses **necessarily incurred** beyond those associated with their **normal attendance at meetings** of the governing body or its committees. Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
2. Where governors carry out other duties at the specific request of the governing body they may claim reimbursement for travel and subsistence expenses, necessarily incurred, as follows:
 - a) Governors may claim full reimbursement, for travel expenses, necessarily incurred at the county rate.
 - b) Expenses incurred for subsistence will be reimbursed for actual expenditure as negotiated on a case-by-case basis through the Business Manager and with the prior approval of the Governing Body or in exceptional circumstances by the Chair and the HT.
3. Where governors are performing duties on behalf of the governing body, they will be reimbursed for the actual cost of postage and stationery, necessarily incurred, where the governing body has specifically agreed, in advance, for those costs to be incurred.
4. Where governors are performing duties on behalf of the governing body, they will be reimbursed the actual costs of childcare, necessarily incurred, where the governing body has specifically agreed, in advance, for those costs to be incurred.
5. All claims for reimbursement must be in writing and be accompanied by receipts. Claims for car mileage expenses must be accompanied by a record of the opening and closing mileometer reading and the names of any passengers carried. Completed claims should be sent to the Business Manager.
6. The total amount of allowances paid to governors must be included in an annual financial statement but not the disaggregated expenses of individual governors.
7. This policy will usually be reviewed at the first FGB of the school year.

These standing orders reviewed by Spinney Governors at FGB Meeting on Monday February 8th 2016 (Due to adoption of New standing Orders and Code of Conduct)