



## Holly Park School Governor Allowance Policy

### **Rationale:**

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. The Holly Park Primary School Governing Body believes that paying governors' 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 Holly Park Primary 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 of Holly Park Primary School, and are agreed by the Finance Committee 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 baby sitting 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 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 LEA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.
3. **The Governing Body at Holly Park Primary School acknowledges that:**
  - Governors may not be paid attendance allowance;
  - Governors may not be reimbursed for loss of earnings.

4. 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.
5. 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.
6. This policy is monitored on a day-to-day basis by the Headteacher, who reports to governors about its effectiveness. This responsibility has been delegated to the Finance Committee

## **Document Control**

### **Revision History**

Version	Revision Date	Revised By	Revision
1.0	Autumn 2013	Ann Pelham	Revised
1.1	Summer 2014	Finance Committee	Amended, adopted & ratified
1.2	Summer 2015	Finance Committee	Amended, adopted & ratified
1.3	Summer 2016	Finance Committee	Amended, adopted & ratified
1.4	Summer 2017	Finance Committee	Amended & ratified
1.5	Summer 2018	Finance Committee	Amended & ratified
1.6	Summer 2019	Finance Committee	Amended & ratified
1.7	Summer 2020	Finance Committee	Amended & ratified
1.8	Summer 2021	Finance & premises Committee	Amended & ratified

### **Signed by**

	Name	Signature	Date
Headteacher	Ann Pelham		
Chair of Governors	Tim Graveney		

### **Distribution**

Shared with

- Staff via school server
- Parents via Website
- Governors via committee meetings

**Date for next review**

Summer 2022



## Governor Expenses Claim Form

<b>Name:</b>	<b>Governor Role:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

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

Signed \_\_\_\_\_

	£	p	p
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/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to:

School Office  
 Holly Park Primary School  
 Bellevue Road

London N11 3HG

tel: 020 8368 1434

fax: 020 8361 6329

email: [office@hollypark.barnetmail.net](mailto:office@hollypark.barnetmail.net)