



## CHAILEY SCHOOL

### GOVERNORS' ALLOWANCES POLICY

1. Chailey School recognises the valuable support and contribution made by its governors who give freely of their time and expertise.
2. Any expenses and allowances claimed by a governor of the school will be reviewed by the Governor's Resources Committee and in accordance to the guidance offered by the LA and the appropriate legislation.
3. Following the Resources Committee's decision, all governor's expenses and allowances will be placed before the full governing body.
4. The full governing body has the right to either approve the Resources Committee's decision, or to ask for external advice through the LA and any other such body that may be considered appropriate.
5. Any payments agreed shall be made through the School Business Manager and be fully accountable.

Date Policy Reviewed/Amended: November 2015

Date of Governing Body's Approval: 16<sup>th</sup> December 2015

Chair of Governors ..... Headteacher .....

Date Due for Review: November 2018

## **LA Guidance for Governors' Allowances**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Chailey School, and are agreed by the Resources 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 of 25 pence per mile 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.

The Governing Body at Chailey School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.