



**St Edward's Catholic First School**

Parsonage Lane, Windsor SL4 5EN

Head Teacher : Mrs Sarah Matthews

Telephone : 01753 860607

Fax : 01753 869107

[office@secfs.org.uk](mailto:office@secfs.org.uk)

<http://stedwardscatholicfirstschool.co.uk>

**Governors' Allowances Policy**

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003.

**POLICY STATEMENT**

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. St. Edward's Catholic First School Governing Body believes that paying governor's 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.

From 26<sup>th</sup> February 2009, all governors of St. Edward's Catholic First School have been 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 or representative of St. Edward's Catholic First School, and are agreed by the Steering Committee that they are justified before any reimbursable costs are incurred. The Steering Committee shall consist of the Chair of Governors, Vice Chair and Chair of the Finance Committee.
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

40 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 St. Edward's Catholic First School acknowledges that:

- 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 to be presented to the Finance Committee (which meets at least once per term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed by the Headteacher on an annual basis.

<b>Reviewed:</b>	School Business Manger	January 2017
<b>Approved:</b>	Resources Committee	25 <sup>th</sup> January 2017
<b>Ratified:</b>	FGB	22 <sup>nd</sup> March 2017
<b>Review frequency</b>	3 years	
<b>Signed by Chair of Governors</b>		
<b>Signed by Head Teacher</b>		