



## Introduction

This policy statement has been developed in accordance with the Governors' Allowances Guidance issued by Bracknell Forest Council and reviewed in January 2016.

Although governors are not paid for the work that they do, the DfE believes that governors and associate members should not be out of pocket and should be able to claim allowances for legitimate expenses incurred in carrying out their duties. Such expenses will need to be met from the school's delegated budget.

### **All governors of Jennett's Park CE Primary School will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim expenses providing the expenses are incurred in carrying out their duties, as a Governor or representative of Jennett's Park CE 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:
  - Child care or babysitting expenses (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 the location currently specified by the Local Authority;
  - 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 LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable expenses.

### **The Local Governing Body at Jennett's Park CE Primary 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 expenses were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance, who may authorise payments up to a maximum amount of £50.

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.