

**Pinewood School Academy Trust  
Governors' Allowances**

<b>Approved by</b>	Resources Committee	<b>Date of Last Review</b>	Jan 19
<b>Frequency of Review</b>	3 Year(s)	<b>Next Review</b>	Jan 22

### What does this Policy cover?

The role of a School Governor is unpaid. However, we are aware that the Education (Governors' Allowances) Regulations 2003 gives 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.

We believe that paying governors' allowances is important in ensuring equality of opportunity to serve as governors for all members of the community.

### Why should you read this policy?

Intended Audience: Staff

Key aims of this policy:

- To... make provision for the payment of allowances to governors and associate governors.
- To... To ensure that allowances must only cover the expenses incurred in a governor's performance of their duties.

### Procedure

<b>Allowances – special categories</b>	<p>With the approval of the Governing Body, governors may claim following:-</p> <p>Childcare or baby-sitting allowances (excluding payments to a current or former spouse or partner);</p> <p>Cost of care arrangements for an elderly or dependent relative (excluding payments to a current or former spouse or partner);</p> <p>Additional costs incurred because:</p> <p>They have special needs; English is not their first language.</p> <p>Travel costs (which must not exceed those permitted by the Inland Revenue Authorised Mileage Rate) to meetings (<i>other than termly governing committee meetings held at the school</i>) and training;</p>
--	---

	<p>Other costs such as:</p> <p>Telephone charges relating to school business and governance;          Photocopying;          Stationery;          Postage etc.</p> <p>Governors will not be:</p> <p>paid attendance allowance;          reimbursed for loss of earnings.</p>
<b>Claims</b>	<p>The following procedure must be adhered to when making a claim:</p> <p>Claims must be made on the appropriate claims form.</p> <p>All receipts must be attached to the form.</p> <p>All forms must be returned to the School within two weeks of the date allowances were incurred.</p> <p>All claims will be submitted to the Finance Committee for approval.</p>
<b>Audit</b>	<p>All claims will subject to an independent audit.</p> <p>Excessive claims will be investigated.</p>

### Effectiveness

We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.