



HOLY TRINITY
Church of England Academy
Brockley Avenue, South Shields, Tyne and Wear NE34 0TS

GOVERNORS' ALLOWANCES

Governors' Allowances Policy

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 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.

The Governing Body acknowledges that:

- Governors will not be paid for attending meetings;
- Governors will not be reimbursed for loss of earnings.

All governors (including associate members) of the Academy will be entitled to claim the actual costs, which they incur for the following:

1. Governors will be able to claim for the following:

- Travel and subsistence costs, associated with attending national meetings or training events/courses, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc.

2. Governors will be able to claim for the following only in exceptional circumstances and subject to the prior approval of the Chair of Governors:

- Overnight accommodation and subsistence costs

3. 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.

Governor Allowances Claim Form

Name :	Date :
Address:	
Claim Period:	

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

Signed

	£	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)		
TOTAL EXPENSES CLAIMED		