

THAKEHAM PRIMARY SCHOOL

'Small School, Big Opportunities, Great Achievements'



Governors' Allowances and Expenses Policy

Thakeham Primary School

Date approved by Full Governing Body: 08.07.19

Review Date: July 2020

Signed

Headteacher: *S. Norton*

Chair of Governors: *[Signature]*

Context, Scope & Application

The School Governance (Roles, Procedures and Allowances (England) Regulations 2013) applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors or associate members when carrying out their duties.

The Governing Body acknowledges that Governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

Any claim for expenses has to be met from the school's delegated budget and whilst we acknowledge the right of Governors to make such claims, the impact of these on ever tightening school budgets in the recent climate of funding cuts should be borne in mind and kept to an absolute minimum. Governor attendance at any activity or event should be discussed in advance and any claim for travel/parking should be agreed with the Chair or Governors and the Headteacher.

Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed, Governors would not be liable for tax.

This policy applies equally to all categories of Governor.

Types of allowable expenses

Telephone charges, photocopying, stationery, etc.

- Printer ink and paper if bought privately can be much more expensive than that sourced by the school in bulk. Requests for printing/copying should be made through the Clerk wherever possible and school resources used.

Travel and subsistence

- Parking costs in connection with attendance at a course

Special Needs

- Any extra costs incurred by governors in carrying out their duties because they have special needs.

Making a claim

To minimise administrative burden for the school, Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be submitted on the appropriate claim form (available from the school office) and this should be authorised by either the Chair of the Resources and Strategic Organisation Committee or the Headteacher and then submitted to the school office for payment.

All claims will be reimbursed by cheque.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit (as is all school expenditure). If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.

This policy should be read in conjunction with Thakeham Primary School's current Governors' Code of Conduct.

Review

The policy and amounts payable will be reviewed on an annual basis.