

GOVERNOR ALLOWANCES POLICY, GILLOTTS SCHOOL

November 2022

Governors of Gillotts School are entitled to claim reimbursement of actual costs incurred in the performance of their duties as a governor or an authorised representative of the School, subject to the following:-

1. Governors may not be paid an attendance allowance;
2. Governors are not entitled to reimbursement for loss of earnings;
3. Governors shall be entitled to claim for the following on an individual case by case basis with the prior approval in writing (including email) of the Chair of Governors and the Chair of the Finance & Resources Committee:
 - (a) Childcare or baby-sitting allowances (excluding payments to older sons/daughters, a current/former spouse, or partner);
 - (b) Cost of care arrangements for an elderly or dependent relative (excluding payments to sons/daughters, a current/former spouse, or partner);
 - (c) Additional costs incurred in performing their duties either because they have special needs or because English is not their first language;
 - (d) The cost of travel relating only to travel to meetings/training courses at the current rate of 35 pence per mile which does not exceed the rates payable to school staff;
 - (e) Travel costs associated with attending national meetings and training events, unless these costs can be claimed from any other source;
 - (f) Telephone charges, photocopying, stationery, and postage;
 - (g) Any other justifiable allowances.
4. The attached form, obtainable from the Clerk to the Governors, should be used to obtain prior approval for the claiming of allowances at least 7 working days before the event to which the claim relates and should be completed and returned with receipts, where appropriate, to the Clerk to the Governors within two weeks of the date the allowances were incurred. Payment of allowances by the School will be approved within two weeks by the Chair of Governors and the Chair of the Finance & Resources Committee, then passed to the school finance office for the payment to be processed.
5. The Vice Chair of Governors will substitute for the Chair of Governors or Chair of Finance and Resources in this procedure should either of them be the governor claiming allowances or if the Chair of Governors/ Chair of Finance & Resources is not available.

This policy was revised and approved on 11 November 2019 by the Finance & Resources Committee on behalf of the Governing Body and will be reviewed thereafter every three years.

Reviewed and agreed by F&R on 08 November 2022

Next Review Date: November 2025