



Policy Statement St Paul's Catholic Primary School

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 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.

St Paul's Catholic Primary School Governing Body believes that paying governors allowances, as in the specific categories as set out below, is important in ensuring an 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.

From 1st April 2015, all governors of St Paul's Catholic Primary School will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of St Paul's Catholic Primary School, and are agreed by the Resources Committee that they are justified **before** any reimbursable costs are incurred. : Governors can request approval for the type of claim for the academic year, rather than on an individual claim basis.
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:
 - a) Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner), up to a maximum amount of £7 per hour and a maximum of 18 hours a financial year. This includes extra costs incurred by their children attending Breakfast Club, where this is additional to their normal everyday arrangements
 - b) Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) up to a maximum amount of £7 per hour and a maximum of 18 hours a financial year,
 - c) The extra costs they incur 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 (other than meetings at the school or local vicinity) and training courses (other than training courses at the school or local vicinity) at a rate of 45 pence per mile.
 - e) 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;
 - f) Telephone charges, photocopying, stationery, postage etc. up to an amount of £30 per Governor per financial year (it is expected that any large volumes of calls, stationary, postage etc. should be carried out at the school using the school's resources)

The Governing Body at St Paul's Catholic 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, should firstly seek prior approval from the Resources Committee via the current Chair of that committee: Governors can request approval for the

type of claim for the academic year, rather than on an individual basis. One approval has been given, Governors should then, after expenditure, complete a claims form (obtainable from the Clerk to the Governors), attaching receipts, and return it to the School, marked FAO the Chair of Resources or the Chair of Governors, within two weeks of the date when the allowances were incurred. The claim will then be submitted for approval by the Chair of Governors or Chair of Resources and presented to the Resources Committee for final approval at their next scheduled meeting. (More than one claim can be submitted at a time providing approval for the expenditure has been granted, prior to expenditure – see point 1)

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed by the Governors on an annual basis.

Review

Revised by FGB of St Paul's Catholic Primary School Governing Body

Approved by Governors on:

Date: 24th September 2020

Review Period: Annually

Next Review due September 2021

Signed by Chair of Governors

Signed by Chair of Resources

Date: