



Our vision

Challenging  
expectations  
and sharing  
success

# Waverley School

## Governors Policy Document

### Allowances Policy

<b>Name of School</b>	Waverley School
<b>The original policy</b>	January 2010
<b>Updated</b>	July 2014
<b>The policy to be reviewed on</b>	July 2016

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**From 01.01.10 all governors of Waverley School will be entitled to claim the actual costs, which they incur as follows:**

**The Governing Body at Waverley School acknowledges that:**

**Appendix – Expenses form**

## Governors' Allowances Policy

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances)(England) Regulations 2013. 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. Waverley School 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..

### From 01.01.10 all governors of Waverley School will be entitled to claim the actual costs, which they incur as follows:

1. 1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Waverley School, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.
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:
  - 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;
  - The cost of travel relating only to travel to meetings/training courses at a rate of 24 pence per mile which
  - does not exceed the specified rates for school personnel;
  - 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 LEA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

### The Governing Body at Waverley 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, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee (which meets at least once per term) for final approval.

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.

This policy was agreed by the Governors' Finance Committee on 14.07.14 and will be reviewed annually.

Original policy	-	January 2010
amended	-	July 2014
amended	-	July 2016

Waverley School  
Governors' Expenses Claim Form

<b>Name:</b>	<b>Telephone No:</b>
<b>Address:</b>	<b>Date:</b>
<b>Post Code:</b>	<b>Claim Period:</b>

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)		
<b>TOTAL EXPENSES CLAIMED</b>		

This form should be submitted in a sealed envelope to:

Helene Bacchus  
School Business Manager  
Waverley School