



Pear Tree Primary School incorporating Pips Before and After School Club



Governors' Expenses and Allowances Policy

Date agreed	January 2021
Date for Review	January 2024
Head Teacher	Boo Edleston
Chair of Governors	Simon Holden
Signed on behalf of the Governing Board by: Name: Simon Holden	Signature:  Date: 26.03.21
Signed on behalf of the school by: Boo Edleston Head Teacher	Signature:  Date: 26.03.21

This policy statement has been developed in accordance with the Education (governors' allowances) Regulations 2013. These regulations give Governing Boards 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. Pear Tree Primary School Governing Board believes that paying governor' 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 on appropriate use of school funds. The specific items allowable reflect this objective.

All governors at Pear Tree 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 Pear Tree Primary School, and are agreed by the Governors 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 Board:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse of partner):
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse of partner):
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language:
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source:
 - Any other justifiable allowances.

The Governing Board at Pear Tree 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, once prior approval has been sought, should complete a claims form (obtainable from the school office), **attach receipts**, 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 half-term) for final approval.

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

This policy will be reviewed every three years.