



CHATHAM & CLARENDON GRAMMAR SCHOOL

Governor Allowances Policy

Agreed by Governors: March 14th 2017

This policy statement has been developed in accordance with **The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013**. These regulations give the Board of Governors the discretion to pay allowances from the school's annual budget allocation to Governors for certain expenditure which they incur in carrying out their duties. Chatham & Clarendon Grammar School Board of Governors believes that the payment of allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as a Governor for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All Governors of Chatham & Clarendon Grammar 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 Chatham & Clarendon Grammar School and have been agreed by the Finance & Resources Committee (or if no suitable meeting by the Chair of Finance & Resources) 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 Board:
 - Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner) up to a maximum of £10 per meeting.
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) up to a maximum of £10 per meeting.
 - The extra costs incurred 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 training courses or special events at a rate of 45 pence per mile or the re-imbursalment of cost of public transport where applicable.
 - Subsistence costs, payable at the rate of £5 per day towards the cost of food where lunch/refreshments is not being provided, unless these costs can be claimed from any other source.
 - Telephone charges on production of telephone bill highlighting the calls made on behalf of the School.

- Photocopying. Large quantities of photocopying should be done at the school. In other circumstances on production of a receipt for photocopying services.
- Computer cartridges: Maximum spend £30 per annum.
- Stationery such as paper, envelopes and other general stationery will be provided by the school with at least two days notice to the School Office.
- Postage: Where possible all post should be sent from the school. Where this is not possible governors can claim for actual postage costs incurred.
- Any other justifiable allowances which have been given prior approval by the Board.

The Governors at Chatham & Clarendon Grammar School acknowledge 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 Clerk), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, where they will be submitted to the Chair of Governors or Chair of Finance & Resources for final approval.

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