



Seaham Trinity Primary School

Payment of Governors policy 2020-2021

#### Purpose

The Government considers it “good practice for Governing Bodies to pay allowances, as governors should not be out of pocket for the valuable work they do”. We believe that the Governing Body plays a key role in the success of our school and, as such, individual governors should not be deferred from playing their full part because of incidental costs. This policy therefore sets out the key areas where expenditure may be reimbursed.

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

#### Payment of Allowances

Governor allowances will be paid from the school’s delegated budget. Payments can only be made in respect of expenditure necessarily incurred for the purposes of enabling the person to perform any duty as a governor.

The following expenses can be claimed:

- Child care or baby sitting expenses (excluding payments to a current/ former spouse or relative.
- Expenses for care e for an elderly or dependent relative (excluding payments to a current/former spouse or relative)
- Telephone charges, photocopying, stationery, etc.
- Travel and subsistence.

#### Exclusions

Governors cannot claim attendance allowances i.e. payment for attending meetings/training taken themselves, or for loss of earnings. They also cannot claim for duties undertaken in the course of their governance.

#### Eligibility

Allowances may be paid to all governors and associate members of the Governing Body.

#### Claims for allowances

The allowance paid should relate to actual costs incurred, will only be made on provision of valid receipt and will be limited to the amount shown on the receipt. The only exception to this is the mileage costs where any payment should not exceed authorised Inland Revenue mileage allowances.

Claims exceeding £30 will require prior approval from the Full Governing Body

The school's normal systems for authorising and processing payments made within this policy. Claims should be made to the School Admin Lead- Eileen Lawrence, signed by the Chair and authorised by the Head. Claims will be subjected to independent audit and may be investigated by the Chair of Governor if they appear to be excessive or inconsistent.

Policy developed by Ray Bushby- Headteacher

Approved by Policy Committee-

Approved by Full GB-

Review date: