

# **ST VINCENT DE PAUL CATHOLIC PRIMARY SCHOOL**



## **GOVERNORS' ALLOWANCES POLICY**

**"We are called to be the hands and face of Jesus as we learn,  
love and grow together"**

Reviewed: Spring 2020  
Review Date: Spring 2022  
Reviewed by: Resource Committee

Signature:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Chair of Governors

Date ratified: 3<sup>rd</sup> March 2020

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. 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. St Vincent de Paul Catholic 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.

**All governors of St Vincent de Paul Catholic School will be entitled to claim the actual costs which they incur as follows:**

- Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties
- 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 the HMRC authorised rate.
- 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;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

**The Governing Body at St Vincent de Paul Catholic School acknowledges that:**

- Governors may not be paid an attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, 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 Resource Committee to be presented to the Resource Committee for final approval.

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