

# Catherington C of E Infant School Board of Governors



***Growing together  
in God's love***

## Governors Allowance

Name of School	Catherington C of E Infant School
Date of Policy Review	July 2024
Date of Next Review	July 2025
Name of Headteacher	Mrs Maria Burden

## Allowances Policy for Governing Bodies

Name of School	<b>Catherington C E Infant School</b>
Date of Policy Issue/Review	<b>July 2024 – Review July 2025</b>
Headteacher	.....(Signed) .....(Dated)
Adopted at <b>FGB</b> ... Signature of Chair of FGB	Adopted ..... .....(Signed)

The Education (Governors' Allowances) (England) Regulations 2003 give Governing Bodies the discretion to reimburse governors from School funds for certain expenses which they incur in carrying out their duties.

It is recognized that governors make a valuable contribution to the management of the school, and that reimbursing allowable costs important in ensuring equality of opportunity to serve as governors for all member of the community. As such, it is an appropriate use of School funds.

All Catherington C of E Infant School governors are entitled to claim reimbursement of the following actual and additional costs incurred in performing duties related to the Full Governing Body:

- Childcare or babysitting costs (excluding payments to a current/former spouse or partner)
- Elderly or dependent relative care cost (excluding payments of a current/former spouse of partner)
- Travel to meetings and training courses not held at Catherington Infant School, at the rate specified for School personnel (currently of 45 pence per mile)
- Telephone charges, photocopying, stationery, postage etc;
- Other allowances considered justifiable by the Governing Body

Governors will not be paid an attendance allowance or reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements should complete a claim form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowable expenses were incurred. The claim form will be submitted for approval to the Chair or Vice Chair of Governors.

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

Where in doubt as to whether a cost is allowable, advice should be sought from the Chair of Governors (or Vice Chair of Governors in their absence).

This policy will be reviewed annually.