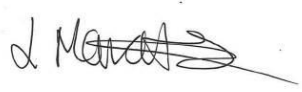




Governors' Allowances Policy 2017/19

Review Cycle:-	Two years	Date of Next Review:-	July 2019
Approver:- Chair of Governors	Signed:-  Date:- July 2017	Approver:- Head Teacher	Signed:-  Date:- July 2017

Following reading the paper from the DfE “The School Governance Handbook January 2017”, the following Policy is agreed:

Governors may claim for the following types of expenses:

- Travel
- Childcare

Travel:

- Costs eligible for claiming would be travel to either courses booked via the Training Liaison Governor, or attendance at approved events such as the Summer Conference. Travel costs to events other than these would require the approval of the Headteacher or Chair of Governors.
- The rate for reimbursement shall be the same as for teacher training.
- If more than one Governor attends an event, then car sharing should be encouraged, in the event of which a claim will only be accepted from the driver of the car used.
- Courses for Governors are normally offered all over Hampshire and, if budgets become “tight” expense claims could be restricted to local courses wherever possible.
- A valid VAT receipt for fuel (within 1 week of travel) must accompany all travel claims.

Childcare:

- Costs may be claimed in respect of meetings of the Whole Governing Body and of Committees established by the Governing Body.
- Costs will be reimbursed at the rate of **£2.00** per child per hour.
- The duration of meetings is deemed to be 1 hour for Committee Meetings and 2 hours for the meetings of the Whole Governing Body. *(e.g. Governor with 2 children attending a meeting of the Whole Governing Body would be eligible to claim 2 (children) x 2 (hours) x £2 = £8.00).*
- Costs connected with special events (e.g. Whole day Literacy/Numeracy Governor Training) may be approved in advance by either the Headteacher or Chair of Governors, who will then notify the Resources and Personnel Committee of their decision at the earliest opportunity.

In the absence of a County generated form, the attached may be used in claiming either of the above expenses.

Signed: Chair of Governors _____ Date: _____

Headteacher _____ Date: _____

KNIGHTS ENHAM NURSERY AND INFANT SCHOOL

Governors' Allowance Claims Form

(to be paid via Schools Petty Cash)

Name:

Home Address:

.....

Name of Course/Activity:

Venue of Course/Activity:

Date of course/Activity:

Total travel costs incurred:

(either public transport or _____ miles @ _____ £ _____)

Child care costs incurred:

(_____ children x _____ hours x _____ per hour) £ _____

TOTAL CLAIM

£ _____

I claim these expenses were incurred through my involvement with the above training or Governing Body activity:

(signed) (date)

AUTHORISATION

I authorise the payment of this claim (Headteacher)

..... (date)

RECEIPT

I have received the above sum from the Petty Cash Account of this establishment

(signed) (date)