



### ***Governors' Allowances Policy***

*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 expenses which they incur in carrying out their duties.*

*Laurel Avenue Community Primary School Governing Body believes that paying governor 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 Laurel Avenue Community Primary 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, as a Governor or representative of Laurel Avenue Community Primary School, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.*

*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 place for children 0 – 5 from The Laurels Child Care Company*
- ◆ *Governing Body Meetings will be held on Tuesdays so that children over 5 years can access free child care arrangements in school – Tea Club straight after school followed by Community Centre Youth Club until 6.00 pm*
- ◆ *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 a rate of 24 pence per mile which does not exceed the specified rates for school personnel;*
- ◆ *Telephone charges, photocopying, stationery, postage etc;*

*The Governing Body at Laurel Avenue Community Primary School acknowledges 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 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 to be presented to the Finance Committee (which meets at least once per term) for final approval.*

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

*This policy will be reviewed annually.*

*Signed: G Davison  
Headteacher  
Date: February 2017*

*Signed: W Bellamy  
Chair of Finance and Premises Committee  
Date: February 2017*



# Laurel Avenue Primary School

The Woodlands, Durham, DH1 2EY  
tel: 0191 386 8416

## Claim Form

<b>Name:</b>	<b>Laurel Avenue Community Primary School:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

*I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.*

*Signed .....*

	£
<i>Support for governors with special needs</i>	
<i>Support for governors whose first language is not English</i>	
<i>Travel to meetings/training courses</i>	
<i>Travel to national meetings or training events</i>	
<i>Telephone charges</i>	
<i>Postage</i>	
<i>Photocopying</i>	
<i>Stationery</i>	
<i>Other (please specify)</i>	
<b>TOTAL EXPENSES CLAIMED</b>	

*This form should be submitted to:*

*The Headteacher*

*Laurel Avenue Community Primary School*

*Laurel Avenue*

*The Woodlands*

*Durham*

*DH1 2EY*