



GOVERNOR ALLOWANCE POLICY

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1. Introduction

This policy sets out the terms on which the governing board has decided to pay reasonable allowances from the school's delegated budget, to cover costs that board members incur through carrying out their duties.

This does not include payments to cover loss of earnings for attending meetings.

Travel expenses must not exceed the [HMRC approved mileage rates](#).

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

2. What can be claimed

Members of the governing board may claim allowances to cover expenditure to enable them to perform their duties; these do not include an attendance allowance or payment to cover loss of earnings. Governors may claim for the following:

- Childcare
- Care for elderly or dependent relatives
- Travel and subsistence costs
- Telephone charges, photocopying, postage, etc.
- Extra costs incurred because they have a special need or English as a second language
- Other justifiable allowances

3. Processing claims

Reimbursable costs should be agreed in principle by the Finance, Premises and Personnel Committee before they are incurred.

Claims will be paid in arrears on a case by case basis.

The chair of governors may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Members of the Governing Board may claim allowances by completing a claim form [see attached] and submitting it to the Chair of Governors with a relevant receipt; reimbursement will be limited to the amount shown on the receipt.

Governor Allowance claim form

Children's Support Service

Name:	
Address 1:	
Claim period:	

I claim the total sum of £_____ for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

Expense Type	Amount £
Childcare	
Care arrangements for dependents	
Travel or subsistence	
Telephone charges, photocopying, postage etc.	
Support for special need or English as a second language	
Other (please specify)	
Total	

This form should be submitted to **Jo Barak by hand** along with any relevant receipts.

The form should be submitted within **14 days** of the expenses being incurred.