

LETHBRIDGE PRIMARY SCHOOL GOVERNORS' ALLOWANCES POLICY

The Education (Governors' Allowances) Regulations 1999 make it possible for allowances schemes to be set up to pay governors and non governor committee members to claim reimbursement for travel and subsistence, disability support and child and relative care. It is not possible to pay attendance or loss of earnings allowances.

Governors' allowances are a claim on a school's overall budget. Therefore, the Governing Body encourages individual governors not to claim reimbursement unless it is absolutely necessary. If a governor is thinking of making a claim then they are advised to contact the Chair of Governors before incurring the expense to get approval.

If, however, a claim is made then only the actual costs can be reimbursed. For reimbursing travel costs the Lethbridge Primary School staff rates can be used. Claims are to be made by completing the appropriate claim form (see attached) and it being authorised by the Chair of Governors. In the case of a claim made by the Chair of Governors, it should be authorised either by the Head teacher or the Chair of Finance & Staffing committee.

***Approved by Governors 1st May 2019
To be reviewed May 2021***

Lethbridge Primary School

Claim Form for Governor Expenses.

Governor Name:

Address:

Claim for: £

Date and reason for expenses being incurred:

Evidence attached of expenses incurred (i.e. invoice/receipts where appropriate)

Mileage Expenses:

Date	Journey start and end points	Purpose	Mileage

Signed.....

Date.....

Authorised by Chair of Governors (or Head teacher/Chair of Finance & Premises): Please

sign:.....

Print name:.....

Date:.....