



# St Ursula's Convent School

## A Humanities College and Teaching School

### 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. St Ursula's Convent 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 St Ursula's Convent School will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a Governor or representative of St Ursula's Convent School and are agreed by the Steering Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
3. Childcare allowances (excluding payments to a current/former spouse, partner or other family member); Proof of receipt is required from a registered child minder. School will pay minimum wage/cost of living – to be included (at £8.30 per hour at minimum wage up to a maximum of 3 hours)
4. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse, partner or other family member); Proof of receipt is required from a registered child minder. School will pay minimum wage/cost of living – to be included (at £8.30 per hour at minimum wage up to a maximum of 3 hours)
5. 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;

**The Governing Body at St Ursula's Convent 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 and return it to the School within two weeks of the date when the expenditure was incurred, when it will be submitted for approval by the Chair of Governors or Chair of Finance. To be presented to the Finance Committee (which meets at least once every term) for final approval.

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

This policy will be reviewed annually.

Reviewed / Updated:	2015
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Signed by Chair of Governors \_\_\_\_\_