

St Scholastica's Governing Body believes that paying Governors' allowances for certain items is important in ensuring equality of opportunity to serve as Governor for all members of the community and so is an appropriate use of school funds.

All governors of St Scholastica's Catholic primary School are entitled to claim reimbursement for costs incurred wholly in carrying out their duties as a Governor or Representative of our school with approval from the Governing Body.

Claims may be made against the following costs:

- ✓ Childcare or baby -sitting allowances (excluding payments to a current/former spouse or partner or family member)
- ✓ Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner or family member)
- ✓ 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
- ✓ Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source
- ✓ Telephone charges, photocopying, stationery, postage etc.
- ✓ Any other justifiable allowances.

Governors may not be:

- paid attendance allowance
- reimbursed for loss of earnings

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the School Office), attach receipts, where possible, and return it to the School within two weeks of the date the expenses were incurred. The claim will then 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 per half 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 to be excessive or inconsistent.

This policy will be reviewed annually.

By order of the Governing Body of St Scholastica's Catholic Primary School.

Agreed at the Governing Body Meeting on: 25th November 2014.

(Signed) _____ Date: 25-11-15
(Head teacher)

(Signed) _____ Date: 25-11-15
(Chair of Governing Body)

(Signed) _____ Date: 25-11-15