The Catholic School of Saint Gregory The Great

Believe and Achieve

GOVERNORS' ALLOWANCES POLICY

To be read in conjunction with all other policies.

To be reviewed by Jan 2025

Mission Statement

Believe and Achieve

"We are a safe and happy school where we all shine as part of God's family."

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

The Catholic School of Saint Gregory the Great Governing Body believes that paying Governors' 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 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 the School, and are agreed by the Resources 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 or babysitting allowances (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - 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;
  - Telephone charges, photocopying, stationery, postage etc;
  - Printing – Governors to utilise school facilities where possible ;
- The Governing Body acknowledges that:
  - Governors will 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 Business Manager) attaching receipts where possible, and return it to the School within four weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Resources to be presented to the Resources Committee for final approval.
- Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resources in respect of the Chair of Governors) if they appear excessive or inconsistent.

Review –
This policy will be reviewed by the Resources Committee.