



Leintwardine Endowed C.E. Primary School

Payment of Governors' Allowances Policy

Our School Ethos:

Whilst truly embedding ourselves in the heart of the church and surrounding community, we provide outstanding learning opportunities for all our children and their families.

Our aim is for each child to:-

*Achieve their potential
Become independent
Connect with their Community
Develop Resilience*

Governors will be able to claim allowances providing they are incurred in carrying out their duties as a Governor of Leintwardine Endowed CE Primary School. Governors will be able to claim for the following, on a case by case basis and only with the prior approval of the Governing Body:

- Childcare or baby sitting 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
- Travel and subsistence costs, payable at the current rate of 40p per mile associated with attending national meetings or training events, unless these costs can be claimed by the LA or any other source
- Telephone charges, photocopying, stationery, postage, etc.
- Any other justifiable allowances.

The Governing Body of Leintwardine Endowed CE Primary School acknowledges that:

- Governors will not be paid attendance allowance
- Governors will not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements should complete a claim form (obtainable from the School Business Manager (SBM)) and provide receipts. They should submit these to the SBM. The SBM will submit travel claims to Hereford and will process all other claims through the petty cash system. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of the Finance Committee) if they appear excessive or inconsistent.

This policy will be reviewed every three years.

Date for full implementation: Ongoing

Date for review: Every 3 years