



HANSLOPE SCHOOL
GOVERNOR ALLOWANCES POLICY

Policy Function

To enable members of the Governing Body, if they so wish to claim the following allowances:

- Travelling Expenses for attending meetings or training sessions away from school
- Subsistence expenses whilst attending meetings or training sessions away from school
- Childcare expenses for attending meetings or training sessions
- Costs for support for governors with special needs e.g. provision of audio equipment
- Costs for printing of Governor related documents

Rate of allowance

Governors' expenses will need to be met from the school's delegated budget. The rate of allowance is in accordance with the Local Authority guidance. Allowances can also be paid from any other source of income to the school, so long as anyone providing those funds is aware that they may be used for this purpose.

The rates payable for travel and subsistence are payable at the same rate that teaching staff receive when attending training away from school.

Childcare is payable by prior arrangement with the Head Teacher, in accordance with guidance from the council.

How to Claim

Expenses may be claimed upon completion of the standard form. This may be obtained from the school secretary and returned to her for processing.

Policy Monitoring

Following the acceptance of this policy by the whole governing body, the responsibility for monitoring will fall to the finance sub-committee. The terms and conditions of the policy will be reviewed annually.

Approved November 2009
Next review January 2012