

# Governors' Allowances Policy

The 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 will be entitled to claim reimbursement for costs incurred wholly in carrying out their duties as a Governor or Representative of Viridis Schools 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)
- 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 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 LEA 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 excessive or inconsistent.