



**Greenvale School
Governors Allowances Policy**

**Signed: June 2023
Next Review date: June 2024**

Governors Allowances Policy

The Education (Governors' Allowances) Regulations 1999 allow maintained schools to extend their schemes for paying governors' expenses

The Governing body of Greenvale School has chosen to pay governor allowances.

This agreement to pay expenses applies to all categories of governors and to non-governor members of governing body committees.

Governor allowances will be paid from the school's delegated budget. Governors of Greenvale School have agreed that an allocation will be made in the school's budget to pay Governors' expenses.

Governors should not be out of pocket and should be able to claim the legitimate expenses as set out below:

- Travelling expenses, as laid down in the regulations, may be paid for journeys relating to the business of the Governing Body where these visits take place outside of Lewisham. Travelling expenses over £30, must have prior agreement from the Governors' Finance and Premises committee.
- Reasonable child care expenses, or care arrangements for an elderly or dependent relative, will be payable for attendance at meetings. This will exclude care costs where the claim is for care being provided by an existing or former spouse or partner, or by a responsible person who normally lives in the family home.

The governor must actually incur expenditure for which he or she is being reimbursed.

Claims for reimbursement must be submitted within 1 month of the expense being incurred and will be processed within 30 working days of receipt of the expenses claim. Receipts will be required to support all claims for reimbursement in line with guidance in the Staff Handbook for Petty Cash claims. Receipts should be presented to the School Business manager, as soon as possible after the expense is incurred.

The Regulations do not allow governors to be paid attendance allowances or for loss of earnings. Therefore, Governors cannot claim attendance allowances or for loss of earnings.

The Governors' Finance and Premises committee has the authority to approve expenses to support governors who have special needs and governors who require translation services if their first language is not English.

Care arrangements should be paid in line with Lewisham Direct payments.

Mileage claims should be in line with current guidelines, with no restriction on distance.

Reimbursement for cycling expenses can be organised through the SBM if necessary.

Claims for subsistence allowances should be equivalent to LA subsistence rates when refreshments are not offered.

Claims should be countersigned by the Chair of Governors or the Chair of the Finance and Resource Committee, who are also responsible in the event of investigations being required.

Signed: _____

Date: _____