



# **WOHL ILFORD JEWISH PRIMARY SCHOOL**

## **GOVERNORS' ALLOWANCES POLICY**

Reviewed by the Finance and Premises Committee: October 2021

Ratified by the Governing Body: November 2021

Next review: October 2022

Signature of Chair of Governors:



## GOVERNORS' ALLOWANCES POLICY

### **1. Policy Statement**

This policy has been developed in accordance with the Education (Governors' Allowances) Regulations 2013. Governors give up their time in an unpaid role to support the effective management of Wohl Ilford Jewish Primary School (WIJPS). This activity should not leave them financially out of pocket. This policy therefore sets out the sorts of allowances that Governors may claim and any limits associated with those allowances.

### **2. Purpose**

The WIJPS Governing Body believes that paying governor allowances to reimburse for specific outlay 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.

Allowances: From the date of appointment, all Governors of WIJPS will be entitled to claim the actual costs, which they incur as follows:

- i. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor and are agreed by the Chair of Governors that they are justified before any reimbursable costs are incurred.
- ii. Governors will be able to claim for reimbursement for specific goods or services which should be paid for by WIJPS but for which, for whatever reason, the Governor(s) have paid for from their own pocket. Approval for this will be on a case-by-case basis and with the prior approval of the Chair of the Governing Body.

The Governing Body acknowledges that:

- Governors will not be paid attendance allowance
- Governors will not be reimbursed for loss of earnings
- Governors will not be paid for cost of care arrangements for dependents
- Governors will not be paid for the cost of travel for attending meetings or training events
- Governors will not be paid for telephone charges, photocopying, stationery, postage etc.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a Claim Form (Appendix A) attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair or Vice Chair of Governors. Claims will be subject to independent audit and may be investigated by the Chair or Vice Chair of Governors if they appear excessive or inconsistent.

### **3. Scope**

This policy will apply to all current Governors and Associate Governors on the Governing Body of WIJPS.

### **4. Responsibility**

The responsibility for the administration of the Policy will be with the Chair of Governors, advised by the Governors' Finance & Premises Committee.

### **5. Publicity**

All new Governors recruited to the school will be made aware of the Allowances Policy. The policy will be posted on the WIJPS website and a hard copy will be available on request from the school office.

Appendix A

## **Governor Expenses Claim Form**

Name:

Address:

Claim Period:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Description of expenses:

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TOTAL EXPENSES CLAIMED £

This form should be submitted to the Chair or Vice Chair of Governors.