



COPPETTS WOOD SCHOOL GOVERNING BODY

GOVERNORS' ALLOWANCES POLICY

This policy statement has been written in accordance with the Education (Governors' Allowances) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget to governors for certain costs which they incur in carrying out their duties.

Coppetts Wood School Governing Body is committed to ensuring equality of opportunity, and believes that paying allowances to governors in the specific categories set out below is important in ensuring that all members of the community are able to serve as governors and perform their duties fully.

All governors of Coppetts Wood School will be entitled to claim the actual costs which they incur in order to fulfil their duties as governors, as follows:

1. Reasonable childcare or babysitting expenses (excluding payments to a current/former spouse or partner or another person who would normally care for the child without payment)
2. Reasonable cost of care arrangements for an elderly or dependent relative (excluding payments as in 1 above).

The Governing Body acknowledges that:

1. Governors may not be paid attendance allowance
2. Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the school office), attaching a written receipt from the person who received the money, and return it to the school as soon as practicable. The claim will then be submitted to the next meeting of the Finance Committee for 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. This policy will be reviewed annually.

Policy Date: September 2010

Reviewed: September 2016

Reviewed: October 2017