

Cheadle Primary School Governors' Allowances Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

Travel Allowances:

Cheadle Primary School Governing Body believes that paying governors' travel allowances 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.

All governors of Cheadle Primary School will be entitled to claim travel costs, which they incur in carrying out their duties, as a Governor or representative of Cheadle Primary School.

All travel claims are approved by the HR/Finance Committee or by the Headteacher.

Travel expenses are paid at a rate which does not exceed the maximum level of HM Revenue and Customs Authorised Mileage Rates and for the financial year 2016-2017 is set at 45p per mile (rate for the first 10000 business miles in the tax year).

If public transport is used where more than one class of fare is available, the rate payable shall be limited to second class fares and the cost of travel by taxi will be reimbursed only in reasonable circumstances.

Governors wishing to make claims for travel expenses should complete a claim form (obtainable from the School Business Manager), attaching receipts (for fuel, public transport, taxis, etc. covering the date of the journey) and return it to the School Business Manager within two weeks of the date when the expenses were incurred.

Governors need to provide a driving licence (photocard and paper section), copy of car insurance policy and car MOT certificate if appropriate. The claim form will then be submitted for approval by the HR/Finance Committee or the Headteacher for approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors claims) if they appear excessive or inconsistent.

Nursery and The Fun Club:

Governors may use the services of the Nursery and The Fun Club free of charge for the care of their children whilst undertaking duties in their role as governor, e.g. attendance at meetings, interviews, etc.

This policy will be reviewed annually by the Finance Committee who will assess its implementation and effectiveness.