

# CAVENDISH CLOSE INFANT AND NURSERY SCHOOL

## GOVERNORS' ALLOWANCES POLICY

This policy statement has been developed in accordance to The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors and associate members for certain allowances which they incur in carrying out their duties.

Cavendish Close Infant and Nursery School Governing Body believes that paying governors' and associate members 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. The specific items allowable reflect this objective.

**From 17<sup>th</sup> June 2015, all governors of Cavendish Close Infant and Nursery School will be entitled to claim the annual costs, which they incur as follows:**

- Governors and associate members will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Cavendish Close Infant and Nursery School, and at a rate determined by the Governing Body and made on provision of a receipt for the relevant amount.
- Payments for travel expenses incurred by governors or associate members through the use of private cars, pedal cycles and motorcycles can also be claimed. These must be at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate <http://www.hmrc.gov.uk/rates/travel.htm>

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), 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 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.

This policy will be reviewed annually.

Signed.....Chair of Governors

Date.....

17/06/2015