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## St Olave's Grammar School

### GOVERNOR ALLOWANCES POLICY

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This policy 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 expenses which they incur in carrying out their duties as a Governor. The St Olave's & St Saviour's Schools Foundation pays these expenses on behalf of the school.

Paying governors' allowances, in specific categories as set out below, 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 are:

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The cost of travel relating only to travel to meetings/training courses;
- Travel and subsistence costs, payable at the current rates specified by HM Revenue and Customs for travel, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage etc.; or
- Any other justifiable allowances as agreed by the Governing Body.

For the avoidance of doubt Governors may not be paid attendance allowance and may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements should seek prior approval except for travel expenses. Once incurred, they should complete a claim form (obtainable from the Clerk), attaching receipts where possible. It should be returned to the Clerk within two weeks of the date when the expenses were incurred, when they will be submitted for approval by the Chairman of Governors or Chairman of the Finance Committee. Travel expenses incurred and submitted with receipts will be approved by the Clerk.