

<p style="text-align: center;"><b>LETHBRIDGE PRIMARY SCHOOL</b> <b>GOVERNORS' ALLOWANCES POLICY</b></p>
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The Education (Governors' Allowances) Regulations 1999 make it possible for allowances schemes to be set up to pay governors and non governor committee members to claim reimbursement for travel and subsistence, disability support and child and relative care. It is not possible to pay attendance or loss of earnings allowances.

Governors' allowances are a claim on a school's overall budget. Therefore, the Governing Body encourages individual governors not to claim reimbursement unless it is absolutely necessary. If a governor is thinking of making a claim then they are advised to contact the Chair of Governors before incurring the expense to get approval.

If, however, a claim is made then only the actual costs can be reimbursed. For reimbursing travel costs the Department of the Environment, Transport and the Regions rates are to be used. Claims are to be made by completing the appropriate claim form (see attached) and it being authorised by the Chair of Governors. In the case of a claim made by the Chair of Governors, it should be authorised either by the Head teacher or the Chair of Finance & Premises committee.

***Reviewed May 2017***

***Approved by Governors May 2017***

***To be reviewed May 2019***

**Lethbridge Primary School**

**Claim Form for Governor Expenses.**

Governor Name:

Address:

Claim for: £

Date and reason for expenses being incurred:

Evidence attached of expenses incurred (i.e. invoice/receipts where appropriate)

Mileage Expenses:

Date	Journey start and end points	Purpose	Mileage

Signed.....

Date.....

Authorised by Chair of Governors (or Head teacher/Chair of Finance & Premises):

Please sign:.....

Print name:.....

Date:.....