



PARK HOUSE SCHOOL & SPORTS COLLEGE

Document Ref:	F&R/GA/062014	Date Created:	2007
Version:	2	Date Modified:	2014
Review due:	Summer 2016	Review Body:	Finance and Resources
Author:	David Marson	Sign & Date:	
Headteacher:	Derek People	Sign & Date:	
Review Body Chair:	David Marson	Sign & Date:	

CHANGE HISTORY

Version	Date	Description
Issue 1	2007	Original
Issue 2	2014	Reviewed and maintained
Issue 3		

LINKED DOCUMENTS



PARK HOUSE 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. Park House School Governing Body believes that 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 reflect this objective.

From 1st January 2007, all governors of Park House School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Park House School, and are agreed in advance by the Finance Committee that they are justified before any reimbursable costs are incurred.

2. Governors will be able to claim for the following, on a case-by-case basis:
 - The cost of travel relating only to travel to meetings/training courses at a rate of 24 pence per mile which does not exceed the specified rates for school personnel;
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - Any other justifiable allowances.

3. The Governing Body at Park House acknowledges that:
 - Governors may not be paid attendance allowance;
 - Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should submit a completed claims form (obtainable from the Clerk to the Governors), attaching receipts, to the Clerk within two weeks of the date when the allowances were incurred, when they will be submitted to the Chair of Finance 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.

Appendix 1

PARK HOUSE SCHOOL CLAIM FORM

Name:

Activity Claimed For:

Date of Activity:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

	£
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

TOTAL EXPENSES CLAIMED

Signed..... Date:

This form should be returned to:

Clerk to the Governors
Park House School
Andover Road
Newbury RG14 6NQ