



BRENTFORD SCHOOL FOR GIRLS & 6TH FORM CENTRE VISION CREATIVITY EXCELLENCE

BRENTFORD SCHOOL FOR GIRLS



POLICY FOR PAYING ALLOWANCES TO SCHOOL GOVERNORS

Reviewed: October 2015

To be review: October 2017

Reviewed by:

Finance and Premises Committee:.....

Date:

HEAD TEACHER: MARAIS LEENDERS 5 BOSTON MANOR ROAD, BRENTFORD, TW8 OPG TEL: 020 8847 4281 FAX: 020 8568 2093
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Whilst the position of a Governor is a voluntary one, the Governors, acting reasonably have agreed that Governors should not be out of pocket for the valuable work they do. Governors will therefore be able to claim legitimate reasonable expenses such as those necessarily incurred for the purpose of enabling the individual to perform their duty as a Governor. Examples of eligible expenses necessarily incurred are, (but this is not an exhaustive list):

- Contribution towards child-care or babysitting expenses at minimum wage per hour (paid upon receipt)
- Contribution towards care arrangements for an elderly or dependant relative at minimum wage per hour (paid upon receipt)
- Travel, if possible to be undertaken by public transport but if this is not possible, car mileage to be paid at current rate set by HMRC as is reasonable from home/office to school then to onward destination.
- Reimbursement for meals and refreshments purchased for the Governor’s Annual Strategic Planning Conference and Governors meetings.

Any photocopying and clerical support will be provided by the clerk to the Governors.

Governors cannot claim attendance allowances for time spent related to each meeting, payment for attending meetings themselves, or for loss of earnings.

Governor allowances will continue to be paid from the school’s delegated budget, on receipt of a written claim from the Governor (with supporting receipts/tickets where relevant).

The Headteacher will authorise the payment of any claim under £50. Payments over £50 are to be ratified by the Chair of Governors or if it is the Chair claiming, by the Premises and Finance Committee before payment is made to the claiming Governor.

Signed : Chair/Vice Chair of Governors

Adopted at the meeting of:

Date:

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