

# BREDHURST CHURCH OF ENGLAND (VC) PRIMARY SCHOOL

## GOVERNORS' ALLOWANCES POLICY

September 2023

(Review Date: September 2025)



### BREDHURST VISION

To learn and grow through the guidance and love of God

## OUR MISSION STATEMENT

At Bredhurst CE Primary we value diversity and promote equality of opportunity for all.

Religious education should enable every child to flourish and live life in all its fullness. (John 10:10)

It will help educate for dignity and respect, encouraging all to live well together.

## OUR VISION

Our Vision is inspired by Matthew 13 : 31-32, The Parable of the Mustard Seed

*Jesus said, "What shall we say the kingdom of God is like, or what parable shall we use to describe it? 31 - It is like a mustard seed, which is the smallest of all seeds on earth. 32 - Yet when planted, it grows and becomes the largest of all garden plants, with such big branches that the birds can perch in its shade."*

*The theology behind this parable is embedded across all our learning*

## OUR ETHOS

At Bredhurst, we aim to be proactive in helping each child to achieve the key elements to well-being in childhood and later life. These are:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well being

## OUR CORE VALUES

The 'Spirit of Bredhurst' encompasses our core Christian values

- **S**elf control
- **P**erseverance
- **I**nclusion
- **R**espect
- **I**nspiration
- **T**rust

These are displayed in each classroom, the entrance, the hall and the playground and are referred to regularly in Worship and in class lessons.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## 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.

Bredhurst Church Of England (Voluntary Controlled) Primary School's Governing Body believes that paying governor 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 the date of appointment all governors of Bredhurst CE (VC) Primary School will be entitled to claim the actual costs, which they incur as follows:

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Bredhurst CE (VC) Primary School, and are agreed by the Chair of Governors that they are justified before any reimbursable costs are incurred.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of the Governing Body:

- 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 at the specified rates for school personnel

Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, 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
- Any other justifiable allowances

The Governing Body at Bredhurst CE (VC) Primary School 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 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.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

### **MONITORING AND REVIEW**

This policy is monitored by the Governing Body, and will be reviewed in two years, or earlier if necessary.

**GOVERNOR EXPENSES CLAIM FORM**

NAME OF SCHOOL	Bredhurst Church Of England (Voluntary Controlled) Primary School
GOVERNOR NAME	
GOVERNOR ADDRESS	
CLAIM PERIOD	FROM:  TO:

Expense Type	Amount
Child Care /Babysitting Expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to & from meetings	
Travel to & from training courses	
Travel to national meetings or training events	
Subsistence at national meetings or training events	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (Please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	<b>£</b>

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

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM SHOULD BE SUBMITTED TO THE SCHOOL OFFICE TO BE AUTHORISED BY THE CHAIR  
OF GOVERNORS**