

# THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through' School

*"The Westgate School is a community of learners where partnerships inspire success for all:  
learning together – achieving excellence"*

Headteacher: Mrs F A Dean, MA (Ed)

Initial Policy date		Next scheduled review	July 2026
Governor approved	July 2024	Key person/people	Chair of Governors
Model Policy	No	Model localised	
Pupil leadership team review		<del>Y</del> / <del>N</del> / N/A	

## GOVERNORS' ALLOWANCES

### Principles:

This policy statement has been developed in accordance with The School Governance (Roles, Regulations and Procedures) 2013 and Maintained Schools Governance Guidance 2024, section 4.11.1). 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. The Westgate 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.

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of The Westgate School, and are agreed by the Resources 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 and with the prior approval of the Governing Body:

- Childcare or baby-sitting 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 prevailing rate as specified for school personnel by HCC and should not exceed the rate specified by HMRC;
- Travel and subsistence costs, payable at the current rates set out by Secretary of State for the Environment, Transport and the Regions, and associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

### The Governing Body at The Westgate 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 or Chair of Finance to be presented to the Finance Committee (which meets at least once per half term) 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.