



Local Committee Members Allowances Policy

Date:	March 2022
Last reviewed on:	September 2021 (3 Yearly)
Next review due by:	March 2025

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies or Local Committees the discretion to pay allowances from the school's annual budget allocation to Local Committee Members for certain allowances which they incur in carrying out their duties. Hatchlands Academy's Local Committee believes that paying Local Committee Members' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Local Committee Members for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All Local Committee Members of Hatchlands Academy will be entitled to claim the actual costs, which they incur as follows:

1. Local Committee Members will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Local Committee Member or representative of Hatchlands Academy, and are agreed by the Chair that they are justified before any reimbursable costs are incurred.
2. Local Committee Members will be able to claim for the following, on a case-by-case basis and with the prior approval of the Local Committee:
 - 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 a rate of 24 pence per mile which does not exceed 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 any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Local Committee at Hatchlands Primary School acknowledges that:

- Local Committee Members may not be paid attendance allowance;
- Local Committee Members may not be reimbursed for loss of earnings.

Local Committee Members wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Business Manager), 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 Local Committee Members and presented to the Governing Local 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 Local Committee Members if they appear excessive or inconsistent.

This policy will be reviewed on a 3 yearly cycle by the Headteacher.

Local Committee Member Allowances Claim Form

Name:	Date:
Address:	
Claim Period:	

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

Signed.....

	£	p	p
Support for Local Committee Members with special needs			
Support for Local Committee Members whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			