

Woolenwick Junior School

POLICY STATEMENT ON GOVERNORS' ALLOWANCES AND EXPENSES (V3)

Policy Name	Governor expenses policy
Created by	GB
Responsibility of	School improvement
Reviewed by	CS/ GB
This Review Date	March 2018
Next Review Due	2022
Cycle	4 years
Ratified by Full Governing Body on	28/3/18

Version History

Version	Amendments	Date	Author
V2	reviewed	October 2013	BR
V3	reviewed	March 2018	CS

Introduction:

The Education (Governors' Allowances) Regulations 2003 allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty".

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing body committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

With prior arrangement with the GB, providing receipts, allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- **Child care or baby sitting expenses.**

Where a governor does not have a spouse, partner or other responsible adult who is available to care for the child/children during a period of absence, in which that governor attends meetings of the governing body, its committees or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to the person providing the child care up to a maximum of £10.00 per hour.

- **Care arrangements for an elderly or dependent relative**

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence up to a maximum of £10.00 per hour.

- Governors with a special need**

Where the school or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.
- Governors whose first language is not English**

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.
- Telephone charges, photocopying costs and stationery**

May be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved
- Travel and subsistence**

Mileage may be claimed where the distance between the governors' home and the school or other venue which governors are required to attend on business related to the work of the governing body (e.g. meetings, training courses, visits to other providers, etc.) exceeds 3 miles. Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the rate determined by the current LA rate per mile. Payments of expenses where these have been, or are already met by the LEA or other body are excluded from this policy. The rate payable is set out by HCC and paid the same as for teaching staff.

Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, with receipts where possible, prior to the end of the financial year in question.

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School Finance Secretary who is duly authorised to approve payments up to a maximum of £50.00 and up to a total amount of £100.00 in any one term per Governor. Amounts in excess of these sums are to be authorised by the chair of Governors or the Chair of Resources.

In the event of a dispute their decision is final.

Appendix 1 – claim form

GOVERNOR CLAIM FORM

Name:	Name of School:
Address	Date:
Post Code	Claim Period:

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

Signed.....

	£	p
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 meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

This form should be submitted to the School Finance Secretary who is duly authorised to approve payments up to a maximum of £50.00 and up to a total amount of £100.00 in any one term per Governor. Amounts in excess of these sums are to be authorised by the chair of Governors or the Chair of Resources.

Approved:

Finance Secretary (up to £50.00) Date.....

Chair of Resources (over £50.00) Date.....

Chair of Governors (over £50.00)..... Date.....