

POLICY FOR GOVERNOR ALLOWANCES AT CHAPEL ALLERTON PRIMARY SCHOOL

Introduction:

1. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 states:-

1. The governing body of a maintained school which has a delegated budget may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).

2. Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.

2. Departmental advice issued in 2014 states:-

School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. See:

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/rates-and-allowances-travel-mileage-and-fuel-allowances>

Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

Aim of the Policy:

3. The aim of this policy is to ensure that a governor (or non-governor who is an associate member of the governing body), is not out of pocket where the School has derived a benefit from such outlay.
4. Chapel Allerton Primary School 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.

Scope of the Policy:

5. From the date of appointment all governors of Chapel Allerton Primary School will be entitled to claim the allowances providing the allowances are incurred in carrying out

their duties, as a Governor or representative of the school, and are agreed by the Chair of Governors that they are justified before any reimbursable costs are incurred.

6. Governors will be able to claim for the following allowances and expenses necessarily incurred on a case-by-case basis and with the prior approval of the Chair of the Governing Body:

- i) **Child care or baby-sitting expenses**

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the governing body, its committees, approved governor training/conferences or is otherwise representing the School or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter (up to a maximum of £15).

- ii) **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.

- iii) **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.

- iv) **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.

- v) **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.

- vi) **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, approved training courses/conferences, visits to other providers, etc.) exceeds 5 miles. Where several governors attend the same meeting or event they are encouraged to share transport so as to minimise costs. 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. The

Governor Support Service (GSS) has a scheme to provide free taxi transport for governors with disabilities. Contact the GSS for more details. Mileage allowance will be reimbursed at the HMRC approved rate (45p per mile – from 2011 onwards) for the miles travelled in excess of 5 miles. Payments of expenses where these have been, or are already met by the LEA or other body are excluded from this policy.

Claiming:

7. Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form as per Appendix 1 (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the expenses were incurred, when they will be submitted for approval by the Chair of Governors.
8. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

Other Information:

9. Chapel Allerton Primary School Governing Body will agree a budget at the beginning of the year.
10. The Headteacher will commit the expenditure to the relevant budget, and keep a record together with completed claims proformas.

This policy will be reviewed annually by the Leadership and Management Committee and any changes agreed by the full governing board.

Date of ratification: _____
Signed _____ (Chair of Governors)

Governor Expenses Claim Form

CHAPEL ALLERTON PRIMARY SCHOOL

GOVERNORS' EXPENSES CLAIM FORM

NAME: _____ ADDRESS: _____

I WISH TO CLAIM £ _____ (PLEASE INSERT AMOUNT TO BE CLAIMED AND TICK APPROPRIATE BOXES)

1. TRAVEL EXPENSES

Bus Ticket – please attach bus ticket

Mileage for car – please list mileage incurred and cc of vehicle

Mileage _____ cc of car _____

Mileage for motorbike – please list mileage incurred and cc of vehicle

Mileage _____ cc of car _____ - please attach fuel

VAT receipt pre-dating the first claim of each month

Taxi fare – please attach receipt

2. CHILD CARE / DEPENDENT RELATIVE

Please request babysitter / child-minder to sign and date below, and insert amount to be claimed above.

Name (print) _____ Signature _____ Date _____

3. CLERICAL EXPENSES

Please list below the items purchased, and attach a receipt to this proforma

4. OTHER

Please provide details of claim and proof of expenditure

I CERTIFY THAT _____ (INSERT NAME OF GOVERNOR CLAIMING) ATTENDED
A MEETING ON _____ (date)

_____ Chair of the Meeting/Course Tutor (please print name)

_____ Signature of Chair/Course Tutor

I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED
THIS CLAIM ACCORDINGLY

_____ Headteacher or authorised Deputy (please print name)

_____ Signature of Headteacher or Deputy

_____ Date

I CERTIFY THAT I HAVE RECEIVED _____ (AMOUNT) IN RESPECT OF GOVERNORS'
EXPENSES

_____ Claiming Governor (please print name)

_____ Signature

_____ Date

THIS COPY TO BE RETAINED BY THE HEADTEACHER TOGETHER WITH ANY SUPPORTING RECEIPTS
RECEIVED