



## **Governors' Expenses/Allowances Policy**

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003 which states:

*Governors' allowances (Part 6) 30.*

*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.*

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

These regulations give Governing Bodies the discretion to pay governors certain allowances for costs which they incur in carrying out their duties. The Federated 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.

**All governors of The Federated Governing Body of St. Mary's Bluecoat CE Primary School, Worfield Endowed CE Primary School and Beckbury CE Primary School will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of St. Mary's Bluecoat CE Primary School, Worfield Endowed CE Primary School and Beckbury CE Primary School, and are agreed by the Finance 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 a rate of 45 pence per mile which does not exceed the specified rates for school personnel;

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- 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; Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
- Telephone charges, photocopying, stationery, postage etc;  
Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.
- Any other justifiable allowances.

**The Federated Governing Body 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 should complete a claims form, attaching receipts where possible, and return it to Mr Alan Brown within two weeks of the date when the allowances were incurred. They will then be submitted for approval to the Chair of Governors and subject to approval being received, allowances then paid. All claims received will subsequently be presented to the Finance Committee (which meets at least once per term) for audit purposes.

**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.

Governors expenses claimed in-line with this policy shall be paid from a dedicated Governor Fund to which all schools within the federation have contributed. This fund shall sit within the Worfield Governor Account.

This policy will be reviewed annually each Autumn term.

Approved by Finance and Premises Committee 15<sup>th</sup> November 2018

Date of Next Review: Autumn term 2019

## Appendix 1

**Governors' name:**

**Address:**

I claim the total sum of £                      in respect of expenses incurred whilst carrying out my duties as a governor / associate member of the above governing body.

I have attached the relevant receipts in support of my claim.

**Signed:**

**Date:**

	£
Child care / babysitting	
Care for dependant relative(s)	
Special needs support (eg hearing or visual impairment)	
Support for governor with English as a second language	
Travel costs (specify costs incurred and for what purpose)	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
<b>Total claimed</b>	

This form should be submitted to: Mrs Claire Shakespeare, Schools' Business Manager