



Governors' Allowance Policy

Governors' Allowance Policy Reviews (Version Control)

Review Date	Changes made/details of actions plan	Next Review Due Date	By Whom
26.09.22	New Policy	Autumn 2023	Executive Head

Governors' Allowances Policy

Scope & Applicability

The School Governance (Roles, Procedures and Allowances (England) Regulations 2013) applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors or associate members when carrying out their duties.

The Colvestone Governing Body acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

Any claim for expenses has to be met from the school's delegated budget. Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed Governors would not be liable for tax.

The Governing Body of the school believe that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as Governors to all members of the community.

This policy applies equally to all categories of Governor.

Types of allowable expenses

Examples of where a claim may be made for incurred expenses include the following:

Child care or babysitting

- Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted.
- This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home and is available to care for his/her child(ren).

Care arrangements for an elderly or dependent relative

- Costs may be claimed for situations similar to those for child care.
- 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.

Telephone charges, photocopying, stationery, 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.

Travel and subsistence

- Only in the event that a Governor is travelling outside of the London Borough of Hackney on school business should a claim be made.
- 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.
- Mileage claims will be reimbursed at the level of the rates published by HM Revenue & Customs.
- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

Special Needs

- 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.

Other

- This list is not exhaustive and the Governing Body agrees to reimburse other justifiable expenses.

Making a claim

To minimise administrative burden for the school, Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be submitted on the appropriate claim form (petty cash claim form for Governors attached at end of policy) and should be authorised by either the Chair of Finance Committee or Executive Headteacher and submitted to the school office for payment.

Claims of under £25.00 can be reimbursed via cash. Claims of over £25.00 will be reimbursed by cheque.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent the Chair of Governors or the Federation Business Manager may ask for further details.

Colvestone Governors' Allowances – Expenses Claim Form

Governors' name:

Address:

I claim the total sum of £ in respect of expenses actually and necessarily 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)	
Total claimed	