

## GOVERNORS' ALLOWANCES

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### Legal position

1. The governing body of a maintained school that has a delegated budget may decide to pay an allowance to a member of that governing body or any associate member.
2. Any allowances must be in respect of expenditure necessarily incurred to enable a person to perform duties as a governor or as an associate member.
3. A scheme may not make different provision in relation to different categories of governor. This scheme will also apply to non-governors who are members of committees.
4. Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must not exceed HMRC's authorised mileage rate.
5. Claims may be subject to audit.
6. The governing body has decided that it will reimburse governors who may wish to claim expenses incurred in the course of their duties.

### Principles

7. Governors will only be able to claim allowances for activities necessary for them to fulfil their responsibilities as governors, e.g. attending governors' meetings, committee meetings, pre-arranged governors' visits, presentation evenings, training events, other duties designated by the governing body, etc. Allowances will not be available for other events, e.g. attending school productions.
8. Governors should try to arrange their activities in such a way to avoid the need for allowances to be claimed.
9. When allowances are claimed, governors must use their best endeavours to minimise the cost.
10. Claims for allowances must be accompanied by receipts or tickets except for telephone charges (for which a written record of calls must be provided) and mileage claims (for which details of each journey must be provided).
11. Governors may not claim an attendance allowance or for loss of earnings.
12. Payment of expenses where these have already been met by the local authority or another are excluded from this policy.
13. The school budget will make provision for governors' allowances.

## **Allowances**

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

14. If a governor does not have a spouse, partner or other responsible adult to care for a child during a period of absence in which that governor attends meetings of the governing body, its committees or is otherwise representing the school or governing body, then child care or baby-sitting expenses may be claimed. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby-sitter.

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

15. Costs may be refunded in similar circumstances to 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.

### *Governors with a special need*

16. If the school or governing body does not provide facilities or equipment to enable a governor to communicate or otherwise take part in the activity in question, a claim may be made. 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.

### *Governors whose first language is not English*

17. The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with a special need.

### *Telephone, printing and photocopying*

18. These costs may be reimbursed where the governor is unable to use the facilities of the school in carrying out any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, where possible, relating to any expenditure incurred. Claims will be limited to reimbursing the actual costs involved.

### *Travel*

19. 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.

20. In cases where no public transport is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid.

21. Mileage for meetings at the school may be claimed where the distance between a governor's home and the school exceeds 3 miles. Mileage may be claimed for business conducted elsewhere than at the school.

22. Mileage allowance will be reimbursed at the same rate as HMRC's approved mileage rates which do not incur tax.

23. The actual cost of incidental travel expenses, such as toll bridges, ferries, car parking, etc., may also be claimed.

### *Subsistence*

24. Governors may claim subsistence allowances for approved duties. An approved duty must exceed four hours and must incur additional expense. Subsistence allowances will be reimbursed at the rate approved by the local authority.

### **Claims process**

25. Governors should normally seek the approval of the chair or vice-chair of governors before incurring any proposed expenditure.

26. Claims should be submitted using the approved expenses claim form.

27. Unless substantial sums are involved, governors should make claims termly in arrears, with all claims being made before the end of the financial year in question.

28. A completed claim form should be countersigned and authorized by either the chair or vice-chair of governors, who will verify that the claimant is entitled to the claim and that the claim is reasonable. A counter-signed claim form must be forwarded to the school secretary and must not be returned to the claimant.

# Governors' Allowances Claim Form

Name of governor:			
Date	Event	Item to be claimed	Cost (£)
		Total	
I certify that the expenses claimed above have been necessarily incurred in connection with my duties as a governor of Perran-Ar-Worthal School and that the claim adheres to the policy approved by the governing body.			
Signature of claimant:			
When completed, this form should be counter-signed by the chair or vice-chair of governors who will certify that the claimant is entitled to the claim and that the claim is reasonable.			
Signature of chair or vice-chair:			
Once counter-signed, this form must be sent to the school secretary. It must not be returned to the claimant.			