



Governors Allowance Policy

Approved Date: Spring 2019
Review Date: Spring 2022

1. Introduction & Aims

1.1 Under The Education (Governors' Allowances) (England) Regulations 2013, the Governing Body has made a scheme for the payment of Governor Allowances to all school Governors and associate members in the performance of approved duties.

2. Approved Duty

2.1 A Governor is only entitled to receive payment where out of pocket expenditure is incurred whilst performing an approved duty as a Governor of the school. Expenses may include such items as travel ,telephone charges, subsistence, postage and child care.

2.2 Attendance at the following events will be considered an approved duty for the purpose of considering claims for expenses:

2.2.1 ordinary and special meetings of the Governing Body;

2.2.2 meetings of committees of the Governing Body;

2.2.3 meetings of the Head Teacher's Performance Management Panel;

2.2.4 the shortlisting and interviewing of candidates for appointments of qualified teaching staff at the school;

2.2.5 governor training courses provided by the Local Authority, and other training courses as may be agreed by the Governing Body;

2.2.6 visits to the School by Governors in order to carry out business on behalf of the Governing Body.

3. Claim Allowances

3.1. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

3.1.1 childcare or babysitting allowances (excluding payments to a current/former spouse or partner);

3.1.2 cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);

3.1.3. the extra costs they incur in performing their duties either because they have special needs or because English is not their first language;

3.1.4 the cost of travel relating only to travel to meetings/training courses at a rates set by the HM Revenue & Customs found at

<http://www.hmrc.gov.uk/rates/travel.htm> which does not exceed the specified rates for school personnel;

3.1.5 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;

3.1.6 telephone charges, photocopying, stationery, postage etc; any other justifiable allowances.

4. Subsistence Allowance Rates

4.1 The rate of travelling and subsistence allowance will be as specified in this scheme. Child care allowances will be paid at the rate of the actual charge made.

4.2 The Governing Body will keep a record of any payments made, specifying the name of the recipient, the amount, and the nature of the payment. The total spent on governors' expenses will be recorded under a separate cost code heading in the school's accounts.

4.3 The maximum expenses which may be claimed for the period in which approved duties are undertaken are:

4.3.1	more than 4 but not more than 8 hours	£5.00
4.3.2	more than 8 but not more than 12 hours	£10.00

5. Travelling Expenses

5.1 Standard class public transport;

5.2 Taxi fares are payable only if the taxi was used in a case of urgency or concern over safety (receipts must be provided);

5.3 Vehicle mileage at the tax-free rate set by HM Revenue & Customs: Refer to web link for updated rates <http://www.hmrc.gov.uk/rates/travel.htm>

6. Other Expenses (this list is not exclusive)

6.1 Child care allowances paid at the hourly rate charged;

6.2 Other out-of-pocket expenses such as books, phone charges, postage.

PAYMENT PROCEDURE

Governors may not be paid attendance allowance;

Governors may not be reimbursed for loss of earnings.

- a. Governors wishing to make claims under these arrangements, should complete a claims form (obtainable from the School Office), attaching receipts where possible.
- b. Claims for travel, subsistence, child care and out of pocket expenses must be accompanied by invoices/receipts.
- c. A claim form must be completed and any expense claims and receipts must be certified by the Chair of Finance Committee or Chair of Governors. The Head Teacher – or in their absence, the Deputy Head Teacher – must authorise any payment.
- d. The governor must present the claim form with proof attached and signed by either the chair or chair of finance to the school office
- e. Payment will then be made within two school working weeks of receipt of the claim form.
- f. While lesser amounts may be paid in cash, expense claims over £50 will be paid by cheque
- g. 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.

Wormholt Park Governors' Claims Form

Name:	
Date:	
Claim Period or meeting dates:	

I claim the total sum of £..... for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Signed.....

Approval Signatures:.....Headteacher

.....Chair of Resources/
Chair of Governors

	£	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: School Business Manager, C/O School Office