

THE ACORNS PRIMARY and NURSERY and WHITLEY
VILLAGE FEDERATED SCHOOL



Governor Allowance Policy

Reviewed: October 2016
Approved by Governors:

Governor Allowance Policy

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 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. Provided that only actual expenditure is reimbursed Governors would not be liable for tax.

This policy applies equally to all types of governors.

Aims of the policy

- To document and agree a system for the reimbursement of certain expenses for governors

Types of allowable expenses

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

- **Child care or baby sitting**

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 events, 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 to care for his/her child(ren)

- **Care arrangements for an elderly or dependant relative**

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

- **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 cases a detailed written record should be made and submitted

- **Travel and subsistence**

Mileage may be claimed where the distance between the governor's home and school or other venue which governors are required to attend on business related to the work of the Governing Body exceeds 10 miles.

Where several governors attend the same meeting they are encouraged to share transport so as to minimise costs.

Mileage claims will be reimbursed at the level of the rates published by HM Revenue and Customs.

Claims for subsistence allowances, ie for meals that would not otherwise have been purchased (up to a value of £5.000 or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt

- **Other**

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

Making a claim

Claims should be submitted on a petty cash claim form, available from the school office and should be authorised by either the Chair of the Finance, Personnel and Premises Committee or the Headteacher and submitted to the school office.

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