



## **Broadfield Governor Allowances Policy**

<b>Approved Date 01/02/2018</b>
<b>Approved By Full Governing Body</b>
<b>Review Date 08/02/2020</b>

### **Introduction**

The governing board will pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

### **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 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.

This policy applies equally to all categories of Governor.

### **Making a claim**

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 the Chair of Finance Committee or Headteacher. All claims 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.

### **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 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.

#### **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**

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**

Any extra costs incurred by governors in carrying out their duties because they have special needs.

**Other**

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



Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Expense type	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the School Business Manager along with any relevant receipts.











