

Brooke Voluntary Controlled Church of England Primary School



Governor Allowances and Expenses Policy

Updated October 2017

Signed by Governors

Next Review October 2019 (every 2 years)

Governor Allowances and Expenses Policy

The Education (Governors' Allowances) Regulations 2003 allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty".

The aim of this policy is to ensure that a Governor (or non-Governor who is co-opted on to a Governing body committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the Governing body's commitment to ensuring equality of participation for all Governors.

Governors cannot be paid attendance allowances or for any loss of earnings. Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

1.1 Child care or baby sitting expenses.

Claims will be considered where a Governor does not have a spouse, partner or other responsible adult available to care for a child/children while that Governor attends meetings of the Governing body, its committees or essential training. Claims will be limited to reimbursing the actual cost paid to a registered child minder or baby sitter up to a maximum of £7 an hour.

Claims will be paid for the cost of a child/children attending childcare for the number of hours required by Governors' business. Committee chairs must consider the need to arrange meetings at times that minimise the amount of childcare that will need to be claimed eg. at the end of the working day when partners or other family members may be available to provide care.

1.2 Care arrangements for an elderly or dependent relative

Costs may be refunded in similar circumstances to childcare. 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 his/her absence.

1.3 Governors with special requirements

Where 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, 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. Such cases will be considered on an individual basis as they arise.

1.4 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 a special requirement. Such cases will be considered on an individual basis as they arise.

1.5 Telephone charges, photocopying costs and stationery

Such expenses will not usually be paid as Governors are expected to use the facilities of the school in the performance of any duty on behalf of the Governing body. Claims will be considered in exceptional circumstances but expenditure should be discussed in advance with the Chair of Governors.

1.6 Travel

Claims for travel will be considered for journeys exceeding 20 miles. Governors are encouraged to share cars whenever possible and make use of public transport where available, using the cheapest available option. Payment for use of public transport will be made on production of a receipt and for private vehicle use will be paid on a petrol only basis at the prevailing Norfolk County Council casual user rate for cars over 1200cc.

1.7 Subsistence

Subsistence claims will not be paid.

2.0 Claiming

Claims should be made using the form in Appendix A to the Chair of Governors or, in the case of claims by the Chair, to the Vice-Chair. All claims, except for mileage, should be accompanied by written, dated receipts.

3.0 Budget

A budget for Governors' expenses will be agreed as part of the usual budget setting process. This budget will be capped at the agreed level and no further claims will be paid once the limit has been reached.

4.0 Accountability

The Chair of Governors will keep a record of all claims and payments made and will report on these and the operation of this policy, as needed, at Governing Body meetings. All Governors will be informed when the budget limit has been reached.

The Governing body will review the policy every two years.

Review Date: October 2019

Appendix A - Governor Allowance and Expense Claim form

A form is to be completed for each individual type of expense and is to be submitted to the Chair of Governors for approval

Date **Type of Expense**

Cost **Receipt provided Y or N**

I confirm that the expenses claimed for were encountered by completing the duties of being a Governor at Brooke VC C of E Primary school and that this claim meets the terms of the current Governor Allowances and Expenses policy.

Print Name

Signed **Date**