

Governor's Allowances

Policy Document



All Saints' CE (VA) J & I School, Dudwell Lane, Halifax HX3 0SD

1. INTRODUCTION

- 1.1** In line with the Education (Governor's Allowances) (England) Regulations 2003, Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking Governor development and otherwise acting on behalf of the Governing Body.
- 1.2** Governor allowances will be paid from the school's delegated budget.
- 1.3** Governors may not claim for actual or potential loss of earnings or income.
- 1.4** All governors and non-governor members of governing body committees are eligible to claim allowances in accordance with this scheme.
- 1.5** All governors and new governors on appointment will be given a copy of this policy.

2. ELIGIBLE EXPENSES

2.1 Care arrangements:

- Child care or baby sitting expenses, where these are not provided by a relative or partner
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner

2.2 Governors with special needs:

- Where the school or governing body does not provide facilities or equipment to enable governors, for example, 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 traveling and subsistence for a person providing support, as the case may be.

2.3 Governors who's first language is not English:

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

2.4 Telephone calls, postage, stationery and photocopying

2.5 Travel

2.6 Subsistence

2.7 Any other reasonable request will be considered by the Finance committee **prior** to reimbursement, subject to the necessary proof of purchase. The Finance committee should be contacted before expenditure is incurred.

3. ALLOWANCE RATES

3.1 Care arrangements:

- Actual costs incurred, up to a maximum of £7.50 per hour

3.2 Telephone calls and postage:

- Actual costs incurred

3.3 Travel rates:

- Current agreed rates: - Cars and Vans 35p per mile, Motorbikes 24p per mile, Bicycles 20p per mile.
- For public transport, actual costs incurred. However, where more than one class of fare is available, the rate is limited to second class fares. Taxi use should only be considered in exceptional circumstances if the same journey cannot be made by public transport or to ensure the safety of the governor.

NB Individual governors are responsible for ensuring that their personal insurance is appropriate when using own vehicles for school business.

3.4 Subsistence:

- If additional expenses are incurred because work as a governor requires taking meals (ie breakfast, lunch or dinner) away from our school area, reimbursement will be made for the food/drink items bought on the day claimed, on production of receipts up to the value of £10 per meal. Alcoholic beverages will not be reimbursed.

4. CRITERIA FOR CLAIMS

4.1 In order to provide a clear audit trail:

- All claims must be submitted to and approved by the Head teacher within one month of the expenditure being incurred (except for telephone calls)
- Receipts must be supplied to support claims for reimbursement, eg bus ticket, proof of attendance at a meeting or training course (signature of the chair of the meeting or course tutor)

- In the case of telephone calls, an itemized phone bill should be provided, identifying the relevant calls
- Every effort must be made to use the facilities available at the school in the performance of any duty of the governing body, prior to making a claim, eg photocopying, stationery etc
- Payments of expenses, where these have been or will be met in whole or in part by the LA or other body are excluded from this policy.

5. FINANCIAL SYSTEMS

5.1 The school's normal systems for authorising and processing payments will apply to claims made under this policy.

5.2 The Governing Body will include details of governor expenses (but not individual expenses) in reports to parents.

6. REVIEW

6.1 The Governing Body will review this policy annually.