

# Spaxton Church of England School

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# Governor Allowances Policy

Policy Reviewed	Next Review Due
April 2018	April 2020

Signed..... Date.....  
Head teacher

Signed..... Date.....  
Chair of Governors



**Purpose: To explain the procedure for Governors to receive reimbursement for their expenses whilst performing duties as a Governor or Associate member.**

The Governing Body of Spaxton Primary School adopted the following scheme for the payment of allowances for expenditure necessarily incurred for the purpose of enabling members of the Governing Body and associate members to perform any duty as a Governor or as an associate member. These payments will either be for travel expenses incurred through the use of a private car, pedal cycle or motorcycle, or for expenditure allowed within the Scheme on provision of a receipt for the relevant amount, at a rate determined by the Governing Body.

*Travel*

Travel expenses will be paid for the following categories of journey only:

- to formal meetings of the whole Governing Body;
- to other formal meetings, i.e. of committees, working parties, selection panels
- to specific Governor training events, as agreed by the Governing Body.

The appropriate figure on the date of adoption of the scheme is 45p per mile.

The mileage which can be claimed will be the number of miles from home to the venue of the meeting/event, or the actual miles travelled on such occasions, whichever is the lesser figure (for example, a Governor travelling to a meeting at a school from his/her place of employment would claim the actual mileage if that were a shorter distance than travelling from home). Allowances cannot be made in respect of attendance at meetings or for loss of earnings.

*Other Allowances*

Payment will be made in respect of the following expenses:

- Child care or babysitting arrangements:

Payment will be made up to a maximum of £5 per hour. Payment will only be made in cases where only one responsible person normally lives in the family home.

- Care arrangements for an elderly or dependant relative

Payment will be determined by the Governing Body and is limited to the amount shown on the receipt.

Child care and Care arrangement expenses are excluded when claimed under certain circumstances. For example, where a claim is made for care of a dependant and the care is being provided by an existing or former partner, or by a responsible person who normally lives in the family home, as these individuals would normally expect to play some part in caring for the child or other relative.

- Telephone charges, photocopying, stationery, etc.

Payment will be made to the value of the amount of the receipt in respect of photocopying, postage stamps or stationery. An itemised bill should be presented in support of a claim for payment for telephone calls.

*Travel on public transport*

Payment will be made to the value of the receipt for the journey.

- Support for Governors with special needs (e.g. Audio equipment)

The Governing Body will consider appropriate support for individual cases as they arise.

- Support for governors whose first language is not English (e.g. Translations)

The Governing Body will consider appropriate support for individual cases as they arise.

- Subsistence

The Governing Body will not adopt a subsistence scheme, but will, on appropriate occasions, provide refreshments for particular meetings. On such occasions, and by specific prior agreement of the Governing Body, the actual costs of such refreshments will be charged to the school budget as Governors' expenses and the total of such payments in each financial year will be included in the Annual Report to Parents.

### *Expenses Claims*

Expenses are available to all Governors and associate members who submit a valid claim on the form provided. A receipt must be provided in respect of any claim for allowances other than travel expenses incurred through the use of a private car, pedal cycle or motorcycle. The Chair of Governors will endorse each claim (other than claims for his/her own expenses which will be endorsed by the Vice-Chair of Governors) and payment will be made through the school office, which will maintain records of all such payments for each financial year, so that the total amount can be included in the Governing Body's Annual Report to Parents.



**SPAXTON PRIMARY SCHOOL**

**CLAIM FOR GOVERNORS' EXPENSES**

<b>Name:</b>		<b>Date:</b>	
Travel			
Date	Details of journey (from, to ...)	Purpose	Miles Claimed
<i>Total Miles</i>			

Date	Description / Type of allowance <i>e.g. child care</i>	Receipt Attached ✓	Amount Claimed
<i>Total Amount Claimed</i>			

**I confirm that my car is insured for business purposes and that the above details are correct.**

**Signed:** .....

(Governor)

**I authorise payment of this claim.**

**Signed:** .....

(Chair/Vice Chair of Governors)

**School Office: [Entered on Schedule No: \_\_\_\_\_ ]**

**SPAXTON PRIMARY SCHOOL**

**SCHEDULE OF PAYMENTS OF GOVERNORS' EXPENSES**

