

GREENVALE GOVERNING BODY

GOVERNORS' ALLOWANCES POLICY

Preamble

The aim of this policy is to ensure that no member of the governing body is out of pocket when carrying out his/her duties and also to ensure equality of opportunity for all members of the community who may wish to volunteer to be a member of the governing body..

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and make provision for allowances to be paid to members of the governing body. Governors have determined that governors and associate members can claim for reasonable expenses necessarily incurred for the purpose of enabling the governor or associate member to perform any duty and must be made on the provision of a receipt for the relevant amount.

Allowable Expenses

Child care or babysitting and Care Arrangements for an Elderly or Dependent Relative

These include claims for the reasonable cost of child care to enable the governor or associate member to attend meetings of the governing body or its committees or other agreed activities, such as training events. Care arrangements should be paid in line with Lewisham Direct payments. Appropriate proof of payment must be provided and the childcare cannot be provided by a spouse, partner or other responsible adult who normally lives in the family home.

Telephone charges, photocopying, stationery, and postage

Where a governor or associate member is unable to use the school's facilities for any of the above an expenses claim may be made, supported by invoices or receipts.

Travel and subsistence.

Mileage may be claimed for the purpose of attendance at meetings of the governing body or its committees or other agreed activities but, for the avoidance of doubt, not for attending social events. Claims will be reimbursed at a rate not exceeding the maximum level of the rates published by the Inland Revenue for 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 or other evidence of travel must be produced. Any travel costs exceeding £30 must have the prior agreement of the Chair of Governors and / or the Headteacher

A claim can be made to cover reimbursement for cycling expenses.

Claims for subsistence allowances, ie for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt and should be equivalent to LA subsistence rates.

Support for Governors with a Disability or whose first language is not English

If a governor wishes for financial support in relation to a disability or language need this must first be raised with the Headteacher and the Chair of Governors to review the nature of the support required and the feasibility of providing the support.

Exclusions

Governors will not be reimbursed for loss of earnings and are not entitled to claim at attendance allowance.

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Making a Claim

The following procedure must be followed to when making a claim:

- Claims must be made on the appropriate claims form, should be countersigned by by the Chair of Governors or the Chair of the Finance and Resource Committee, who are also responsible in the event of investigations being required.
- and should be passed to school office. They will be processed in 30 working days.
- Claim must be supported by receipts.
- All claims must be made within three months of the date when the expenditure was incurred.

Review

The Finance and Resources Committee will review all claims on an annual basis.

Audit Arrangements

All claims will be subject to independent audit and the Chair of _____ may investigate claims that appear excessive or inconsistent.

Training

All school governors and associate members are encouraged to attend governors' training provided by the local authority in order to keep up to date with educational developments, particularly in relation to governance.

Policy Review

This policy will be reviewed in 2019.

May 16

Signed: Jane Alltimes

Date: 25 May 2016