

# Denton Community Primary School and Nursery

## Governor Allowances & Expenses

Date Agreed: 24<sup>th</sup> April 2018

Next Review Due: April 2019

Signed by Chair of Governors:

The aim of this policy is to ensure that a governor (or non-governor who is an associate member of the governing body), 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.

### 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.

School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. ( DfE advice 2014)

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This **does not** include payments to cover loss of earnings for attending meetings

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.

Providing that only actual expenditure is reimbursed Governors would not be liable for tax.

The Governing Body of St Peters Community Primary School believes that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as Governors to all members of the community.

This policy applies equally to all categories of Governor.

### Types of allowable expenses

Examples of where a claim may be made for incurred expenses include the following:

#### Child care or babysitting

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the governing body, its committees, approved governor training/conferences or is otherwise representing the School or governing body

- 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.

#### **Care arrangements for an elderly or dependent relative**

- Costs may be claimed for situations similar to those for child care.
- 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 their absence.

#### **Telephone charges, photocopying, stationery**

- 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 expenses**

- 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
- Car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt
- Payments of expenses where these have been, or are already met another body are excluded from this policy.

#### **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.

#### **Making a claim**

To minimise administrative burden for the school, Governors should claim in arrears on a termly basis.

Claims should be submitted on the appropriate claim form (petty cash claim form for Governors attached at end of policy) and should be submitted to the school business manager for payment.

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. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.**

#### **Review**

The policy and amounts payable will be reviewed on an annual basis.