



Policy on Governors' Allowances (Expenses)

July 2018

1. Policy on paying Governor Allowances (expenses)

This policy has been developed in accordance with the School Governance (Roles, Procedures and Allowances (England)) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's budget to governors for certain expenditures which they have necessarily incurred in carrying out their duties.

RFHCS Governing Body believes that paying governors' allowances can be important in ensuring equality of opportunity for all members of the community to serve as governors and is therefore an appropriate use of school funds. The Governing Body acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

2. Types of allowable expenses

NB There is no requirement for any particular expense or allowance for any cost incurred by a Governor in the course of their duties though a scheme for doing so. Areas in which Governors could legitimately incur a refundable expense are listed below, but each Governing Body should review what it considers necessary and appropriate.

Governors with a Special Need

Where the school or Governing Body does not provide facilities or equipment to enable a governor, 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 travelling and subsistence for a person providing support, as the case may be.

Child care or babysitting

- 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.

The Governing Body may decide to exclude situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren). Governing bodies may wish to offer breakfast or after-school club places free of charge where these clash with Governing Body meetings if this is appropriate.

Care arrangements for a dependent relative

- Costs may be claimed for situations similar to those for child care where the Governor is a registered carer for a dependent relative. *The Governing Body may decide to exclude situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for their dependent parent or relative.*

Telephone charges, photocopying, stationery, etc

- 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 to the School Business Manager and approved by the Chair of Governors.

Travel and subsistence

The Governing Body may wish to pay expenses in one of the following circumstances:

- Only in the event that a Governor is travelling on school business should a claim be made.
- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel, or additional class if this is cheaper.

Or

- Mileage, up to a maximum of five miles, may be claimed where the distance between the governor's home and the school exceeds three miles. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure up to the level of standard class rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, subject to a maximum of £20, upon production of a valid receipt. The mileage allowance will be the same as the LA essential users' rate. Travel by private vehicle, where no public transport is available, will be reimbursed at the HMRC approved mileage rates.

3. Arrangements for paying claims

Governing Bodies should set out their arrangements for paying claims below. Two examples of this are set out below. The arrangements should be open, transparent and appropriate to the school's financial systems. It should note that claims may be audited and that receipts are required.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office and attached to this policy), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee (which meets at least once per half-term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

Or

1. To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears prior to the end of the financial year in question.

2. Claims should be submitted to the Finance Officer, having first been authorised by the Chair of the Personnel & Resources committee on behalf of the Chair of Governors.

3. Receipts, if obtainable, must be supplied to support claims for reimbursement, e.g. travel cards/train tickets (if supplied/available), phone bill, taxi receipt, till receipt, etc. In the event of a claim for a registered childminder, the name and number must be included.

4. In the case of telephone calls, an itemised claim listing the numbers called and the duration of each call should be provided.

5. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of the Personnel, Finance and Premises Committee) if they appear excessive or inconsistent.

Date Updated: July 2018

Date approved by Governing Body: 4 7 18

Date for review: July 2020

Appendix 1

Model Claims Form

Name:	Name of School:
Address	Date:
Post Code	Claim Period:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

DELETE AS APPROPRIATE	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

This form should be submitted to: Sue Caesar in the school office or
admin@royalfree.camden.sch.uk

