

## Little Paxton Primary School



### **Policy: GOVERNOR ALLOWANCES & EXPENSES**

Last reviewed & approved: October 2018

Next review due: Autumn 2019

Based on a model policy for the payment of expenses and allowances for governors and associate members.

#### **Introduction**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses necessarily incurred in the context of carrying out their duties on provision of a receipt for the relevant amount.

Departmental advice issued in 2014 states that 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. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

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. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

Any claim for expenses has to be met from the school's delegated budget.

#### **Paying Allowances**

Examples of when a claim may be made for incurred expenses are given below, but the governing body will take into account individual needs and determine the basis on which a claim can be made and the criteria to be followed.

#### **Child care or babysitting**

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while 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. This excludes 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).

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

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

### **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.

### **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.

### **Governors whose first language is not English**

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

### **Travel and subsistence**

Mileage may be claimed for distances exceeding 5 miles for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the rate agreed for Cambridgeshire Local Authority or at the maximum level of the rates published by the HMRC 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 will be required.

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. Proposed expenditure to be approved in advance from the Chair of Finance.

### **Making a claim**

Prior approval for all expenditure must be sought from the Chair of Finance. Authorised claims must be submitted along with receipts to the Finance Secretary in the school office for payment.

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

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

**This policy applies equally to all categories of governor, including associate members.**