



Policy for **Governors'** **Allowances**

Updated : October 2018

Introduction

Governors give their time generously for the benefit of their school. We have decided that every Governor should have full access to attending meetings and training.

The following points we include in this policy:

- Governors cannot claim allowances for attending or for loss of earnings
- Governors may be reimbursed for expenses incurred whilst attending Governors' meetings, training courses and other meetings undertaken in the course of their duties including child care costs
- Governors can only claim incurred cost (that is, the cost must have been incurred by the Governors before it can be reimbursed)
- Governors should decide for themselves whether or not to claim
- Governors should be able to claim without embarrassment
- All existing Governors (and new Governors at their first meeting) to be given a copy of these guidelines during induction
- The policy to be reviewed annually by the Finance Committee and any changes agreed by the full Governing Body
- If clarification is required, Governors should refer to the DfE publication 'Governance handbook'. If this does not resolve issues, Governors should raise issues at a Finance Committee meeting.

The Governing Body may reimburse three categories of expenditure:

1. Travel Expenses
2. Childcare or Relative Care
3. Clerical Expenses

Travel Expenses

Public Transport reimbursement of fare upon production of ticket

Car See the latest Inland Revenue allowances (mileage to be agreed by the Chair of meeting)

Taxi reimbursement of fare upon production of receipt.

NOTE: taxi should only be considered if the same journey cannot be made by public transport or to ensure the safety of a Governor

Childcare or Dependent Relative Care

Subject to a maximum per family per session, and on production of a receipt or signature of carer to prove that expenditure has taken place (£20 maximum is suggested). However, if a number of governors claim on a specific occasion e.g. Full Governors alternative arrangements may be considered

Clerical Expenses

(stamps, envelopes, photocopying etc)

As required, but subject to proof of purchase (e.g. till receipt)

Any Other Reasonable Request

Any other reasonable request to be considered by the Finance Committee prior to reimbursement, subject to the necessary proof of purchase. The Finance Committee should be contacted before expenditure is incurred.

CLAIMING

In order to provide a clear audit trail, Governors claiming allowances should complete a copy of the attached proforma, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor) and proof that expenditure has occurred (receipt or signature of babysitter / carer).

HEADTEACHER

The Headteacher commits the expenditure to the relevant training budget, and keeps a record together with completed claims proformas.

FINANCE

The Governing Body would agree a budget at the beginning of the year, £300. The Governing Body will monitor expenditure annually at the Finance Governor meeting in the autumn term.

Governor expenses should be met from the school's training budget.

GOVERNORS' EXPENSES CLAIM FORM

NAME: _____ ADDRESS: _____

I WISH TO CLAIM £ _____ (INSERT AMOUNT TO BE CLAIMED AND TICK APPROPRIATE BOXES)

TRAVEL EXPENSES

Bus Ticket – please attach bus ticket

Mileage for car – please list mileage incurred and cc of vehicle

Mileage _____ cc of car _____

Mileage for motorbike – please list mileage incurred and cc of vehicle

Mileage _____ cc of car _____

Taxi fare – please attach receipt

CHILD CARE / DEPENDENT RELATIVE

Please request babysitter / childminder to sign and date below, and insert amount to be claimed above.

Name (print) _____ Signature _____ Date _____

CLERICAL EXPENSES

Please list below the items purchased, and attach a receipt to this proforma

OTHER

Please provide details of claim and proof of expenditure

I CERTIFY THAT _____ (insert name) ATTENDED A MEETING ON _____ (date)

_____ Chair of the Meeting/Course Tutor (please print name)

_____ Signature of Chair/Course Tutor

I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY

_____ Headteacher or authorised Deputy (please print name)

_____ Signature of Headteacher or Deputy _____ Date

I CERTIFY THAT I HAVE RECEIVED _____ (AMOUNT) IN RESPECT OF GOVERNORS' EXPENSES

_____ Claiming Governor (please print name)

_____ Signature _____ Date

THIS COPY TO BE RETAINED BY THE HEADTEACHER ALONG WITH SUPPORTING RECEIPTS RECEIVED