



Greenfield Primary School GOVERNORS' ALLOWANCES POLICY

Greenfield Primary School

Governors Allowances Policy

Introduction

The regulations "The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013" allow for "payments by way of allowance in respect of expenditure necessarily incurred.... for the purposes of enabling the individual to perform any duty as a governor or any associate member".

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing body committee), 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.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- Child care or baby sitting expenses

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 or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

- Care arrangements for an elderly or dependent relative

Costs may be refunded in similar circumstances to childcare. 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.

- 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 up to a maximum of 15 miles, may be claimed where the distance between the governors' home and the school exceeds 3 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 re-imbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the rate of the current Inland Revenue Authorised Mileage Rate.

Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, using the form at Appendix A. Claims that are estimated to exceed £50 in any one term should be approved in advance.

Claims should be made to the Clerk and authorised by the Chair of Governors.

**APPENDIX A
GOVERNOR CLAIM FORM**

**Greenfield Primary School
Governor claim form**

Name:

Address:

Claim period:

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

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Clerk to Governors along with any relevant receipts.

The form should be submitted within 4 weeks of the expenses being incurred.

Version	Date	Comment
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