

EASTHAMPSTEAD PARK COMMUNITY SCHOOL GOVERNORS' ALLOWANCES POLICY



1. Legal position

According to the Education (Governors' Allowances) (England) Regulations 2003:

- (a) The Governing Body of a maintained school, which has a delegated budget, may decide to pay to a member of that Governing Body or any associate member an allowance.
- (b) Any allowances must be in respect of expenditure necessarily incurred to enable a person to perform duties as a governor or as an associate member.
- (c) A scheme may not make different provision in relation to different categories of governor.
- (d) Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles shall be at a rate not exceeding the Inland Revenue Authorised Mileage Rate.

2. Principles

At Easthampstead Park Community School allowances will be paid in accordance with the following principles.

- (a) The school budget will make provision for governors' allowances.
- (b) Governors will only be able to claim allowances for activities necessary for them to fulfil their responsibilities as governors (e.g. attending governors' meetings, committee meetings, presentation evenings and training events). Allowances will not be available for what are essentially social events (e.g. attending school productions).
- (c) Governors should try to arrange their activities in such a way so as to avoid the need for allowances to be claimed. When allowances are claimed, governors must use their best endeavours to minimise the cost.
- (d) Claims for allowances must be accompanied by receipts or tickets except for the following:
 - For telephone charges a written record of calls must be provided.
 - For mileage allowance details each journey must be provided.
- (e) Payments will not be made to compensate for loss of earnings.

3. Claims process

When making claims the following process must be followed.

- (a) Governors seek approval of the Chair of Governors or Chair of the Finance & Property Committee in advance of incurring any proposed expenditure.
- (b) Claims are submitted to the Clerk to the Governors using the Governors Expenses Form at Annex A, with payment authorised by either the Chair of Governors or Chair of the Finance & Property Committee.
- (c) To reduce administration, unless substantial sums are involved, governors make claims termly in arrears, with all claims being made before the end of the financial year in question.

4. Allowances

- (a) **Child care or babysitting expenses.** Where a governor does not have a spouse, partner or other responsible adult to care for a child during a period of absence in which that governor attends meetings of the governing body, its committees or is otherwise representing the school or governing body then child care or babysitting expenses may be claimed. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.
- (b) **Care arrangements for an elderly or dependent relative.** Costs may be refunded in similar circumstances to 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.

- (c) **Governors with a special need.** Where the school or governing body does not provide facilities or equipment to enable a governor to communicate or otherwise take part in the activity in question a claim may be made. 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.
- (d) **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 a special need.
- (e) **Telephone charges and photocopying costs.** These costs may be reimbursed where the governor is unable to use the facilities of the school in carrying out any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt (where possible) relating to any expenditure incurred. Claims will be limited to reimbursing the actual costs involved.
- (f) **Travel and subsistence.** Mileage up to a maximum of 15 miles may be claimed where the distance between a governor's 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 reimbursed up to the level of the actual fare paid. Mileage allowance will be reimbursed at the Governors' Mileage Rate (the rate is available from the Finance & Personnel Manager). Payments of expenses met by the Local Authority or other bodies are excluded from this policy.

Reviewed and Revised:	September 2018
Responsibility for Implementation and Review:	Steering Committee
Date of Next Review:	Autumn 2019

Easthampstead Park Community School

Governors' Allowances Claim Form



Name:	
Address:	

Please read the other side of this form carefully. When completed, this form should be countersigned by the Chair of Governors or the Chair of the Finance & Property Committee and passed to the Clerk for processing. If necessary put details of the claim on a separate sheet.

Date, time and details of journey (include type of event – meeting, training, etc:

Expenses Details (please attach receipts)

Rail fare from: (station)	£
Other fares: Bus / Tube / Taxi / Other From: To:	£
Car Mileage: Miles travelled (return trip) (miles)	£
Other Expenses – please be specific	£
TOTAL CLAIMED:	£

I certify that I have actually and necessarily incurred expenses as detailed above in connection with my duties as a governor at Easthampstead Park Community School.

Signed: **Dated:**

Payment authorisation by Chair of Governors or Chair of the Finance & Property Committee

Signed: **Dated:**

Easthampstead Park Community School

Governors' Allowances Claim Form



Notes:

1. **Eligibility** - Governors will only be able to claim allowances for activities necessary for them to fulfil their responsibilities as governors (e.g. attending governors' meetings, committee meetings, presentation evenings and training events). Allowances will not be available for what are essentially social events (e.g. attending school productions).
2. **Minimising costs** - Governors should try to arrange their activities in such a way so as to avoid the need for allowances to be claimed. When allowances are claimed, governors must use their best endeavours to minimise the cost.
3. **Receipts** - Claims for allowances must be accompanied by receipts or tickets except for the following.
 - a. For telephone charges a written record of calls must be provided.
 - b. For mileage allowance details each journey must be provided.
4. **Loss of earnings** - Payments will not be made to compensate for loss of earnings.
5. **Claims process** - When making claims the following process must be followed.
 - a. Governors seek approval of the Chair of Governors or Chair of the Finance & Property Committee in advance of incurring any proposed expenditure.
 - b. Claims are submitted to the Clerk to the Governors using the Governors Expenses Form with payment authorised by either the Chair of Governors or Chair of the Finance & Property Committee.
 - c. To reduce administration, unless substantial sums are involved, governors should make claims termly in arrears, with all claims being made before the end of the financial year in question.
6. **Care allowances** - Claims can be made for allowances in the following circumstances.
 - a. Where a governor does not have a spouse, partner or other responsible adult to care for a child during a period of absence in which that governor attends meetings of the governing body, its committees or is otherwise representing the school or governing body then child care or baby sitting expenses may be claimed. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.
 - b. Costs may be refunded for care arrangements for an elderly or dependent relative in similar circumstances to 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.
7. **Governors with a special need** - Where the school or governing body does not provide facilities or equipment to enable a governor to communicate or otherwise take part in the activity in question a claim may be made. 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.
8. **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 a special need.
9. **Telephone charges and photocopying costs** - These costs may be reimbursed where the governor is unable to use the facilities of the school in carrying out any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt (where possible) relating to any expenditure incurred. Claims will be limited to reimbursing the actual costs involved.
10. **Travel and subsistence** - Mileage up to a maximum of 15 miles may be claimed where the distance between a governor's 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 reimbursed up to the level of the actual fare paid. Mileage allowance will be reimbursed at the Governors' Mileage Rate. Payments of expenses met by the Local Authority or other bodies are excluded from this policy.