

# Governors' Allowances and Expenses Policy

<b>Date Reviewed:</b>	December 2016	<b>Next Review:</b>	December 2018
<b>Committee responsible for Policy review:</b>	FGB	<b>Linked Policies:</b>	None

## Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow maintained schools to pay governors' expenses from the school's delegated budget. At the full governing body meeting held on 6 December 2016 it was agreed that expenses could be claimed in accordance with this policy.

Hook Junior School values the contribution of its Governors and recognises that Governors give their time voluntarily. Furthermore the School believes that paying Governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Governors for all of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

## Principles

- Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees and undertaking Governor Development or when otherwise acting on behalf of the Governing Body [with the prior approval of the Headteacher or Chair of Governors]
- Governors may only make claims in arrears
- Governors may not claim for actual or potential loss of earnings or income and no attendance allowance may be claimed
- All Governors and associate members are eligible to claim allowances in accordance with this scheme
- For purchases claims must be substantiated by receipt and will be limited to the amount shown on the receipt
- The school's normal systems for processing payments will apply to claims made under this scheme, as per the school's financial policy and procedures

## Categories of eligible expenditure

1. Care arrangements: Childcare or baby-sitting expenses, where these are not provided by a relative or partner; care arrangements for an elderly or dependent relative, where a relative or partner does not provide these.
2. The extra costs Governors incur in performing their duties either because they have special needs or English is not their first language.
3. Travel and private car mileage or travel expenses, including taxi or train fares, associated with attendance
4. Travel expenses associated with attending FGB or committee meetings, to be agreed on an individual, case by case basis.
5. Subsistence: for county or national meetings or training sessions (across meal times)
6. Telephone calls, stationery, copying and postage incurred when conducting activities on behalf of the Governing Body.
7. Any other justifiable allowances provided prior approval is given by the Headteacher or Chair of Governors.

## Allowances

Rates at which allowances are payable are as follows:

- Care Arrangements: Actual costs incurred, up to a maximum of £5 per hour for childcare or £7.50 per hour for elderly or dependent relative. If cost is expected to be more than this, advice can be sought from Chair of Governors or Headteacher. *[Duration of meetings is expected to be up to 2 hours for normal meetings, for long periods, i.e. attendance at training, prior approval should be sought]*
- Travel expenses: must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and can be found on the HMRC website. *[Where Governors are a significant distance from the meeting or training i.e. due to work, again prior notification approval would be expected.]*
- Telephone Calls, Stationery, Printing and Postage: Actual costs incurred.

## Criteria for Claims

- All claims must be submitted to the Clerk to the Governing Body using the Governor Allowances Claim Form (see Appendix A).
- Forms must be signed by the claimant and authorised by either the Clerk\* (*for claims under £50 only*) or Headteacher before submission
- All expenses should be claimed within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement, e.g. phone bill, till receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

## The Role of the Full Governing Body

1. Decide annually whether to pay governors' allowances, bearing in mind policies for equal opportunities.
2. Detail the expenses that can be claimed, if relevant.
3. Monitor the impact of the policy, where relevant, with reference to Governors' attendance at meetings and to the total sum claimed.
4. Review the policy annually.
5. Resources Committee will monitor spend and refer to the Full Governing Body should expenses claimed reach a pre-set upper limit within a financial year, presently set at £100.

### Please Note:

Claims may be submitted to independent audit and may be investigated by the Chair of Governors or Headteacher (or their delegate) if they appear excessive or inconsistent.

## Approvals

<b>Date Reviewed:</b>	
<b>Signed:</b>	
<b>Position</b>	

## Appendices

Governors' allowances claim form

**APPENDIX A**  
**HOOK JUNIOR SCHOOL**  
**Governors Allowances Claim Form**

<b>Name</b>	<b>Date</b>
<b>Address</b>	<b>Reason for claim</b>

<b>Category of Expense</b>	<b>Amount claimed</b>
Childcare/babysitting	
Care arrangements for dependant relatives	
Support for Governor with special needs	
Support for Governor, first language not English	
Travel to meetings/courses	
Subsistence for national meetings/training	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other –please specify	
<b>TOTAL CLAIMED</b>	<b>£</b>

**Signature of Claimant :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved for payment:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position:** Clerk to the Governing Body / Headteacher (*delete as appropriate*)

**Received by Claimant:** \_\_\_\_\_ **Date:** \_\_\_\_\_