



Scholes (Holmfirth) Junior and Infant School

Governor Allowances Policy

Approved by:	Date Approved:	Due for review no later than:
Headteacher	April 2023	April 2024

POLICY ON PAYING GOVERNORS' EXPENSES

This policy has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give the Governing Body the discretion to pay allowances from the School's annual budget allocation to Governors for certain approved categories (listed below) which they incur in carrying out their duties as a Governor/Associate Member.

Key features of this policy:-

- Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a governor of this school where there is no alternative to the expense.
- Governors cannot claim an allowance for attendance at meetings.
- Governors cannot claim expenses for loss of earnings.
- Any expenses which may be claimed have to be approved by the Headteacher or Bursar in the first instance – managing the budget is a key responsibility of the Head/Bursar

Governors may be reimbursed for expenses, including child care costs, incurred whilst attending governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:

1. Governors can only claim expense for the actual cost incurred (that is, the cost must have been incurred by the governor before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.
2. It is the responsibility of governors to decide for themselves whether or not to claim.
3. The method of claiming expenses should ensure that governors are able to claim without embarrassment.
4. Existing Governors (and new governors at their first meeting) should be given a copy of this policy. The policy will also be made available on request to any prospective governor.

Approved categories

The approved categories are listed below:

- Travel Expenses
- Childcare or babysitting expenses or Care arrangements for an elderly or dependant relative
- Support for governors with special needs (eg audio equipment for the sight impaired)
- Telephone charges, photocopying, stationery etc – if printing is an issue, this should be requested from school

1. TRAVEL EXPENSES

- **Public Transport** – reimbursement of fare upon production of ticket; rail travel should be by second class and every effort should be made to use fares which offer best value.
- **Car** - the latest mileage allowances should be applied. Currently these are 64p up to 2,000 miles a year and the any additional at 45p.
- **Taxi** – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a Governor.

2. CHILDCARE OR DEPENDENT RELATIVE CARE EXPENSES

Subject to an agreed maximum per family per session and on production of a receipt to prove that expenditure has taken place. The maximum per meeting is **£20**

In order to comply with safeguarding and tax requirements, expenses for childcare or care of dependent relatives can only be paid in respect of care provided by officially registered carers.

Reimbursement cannot be made for informal arrangements with family members.

3. CLERICAL EXPENSES (stamps, envelopes, photocopying etc)

As required to cover the cost of unavoidable clerical expenses incurred carrying out governors' duties but subject to proof of purchase (e.g. till receipt). Any postage or printing can be carried out by school admin staff.

Procedure for Claiming

In order to provide a clear audit trail, governors claiming allowances should complete a copy of the attached claim form, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor is required) and proof that expenditure has occurred.

If a governor is unsure about claiming for expenses, they should seek guidance from the Bursar, Head, Chair or the Chair of the Finance Committee, who may in turn seek further guidance, should the need arise.

The Finance Committee agrees an annual budget to cover governors' expenses when the school sets its spending plan.

The Head Teacher or Bursar allocates the expenditure to the relevant budget, and keeps a record together with completed claim form.

The Finance Committee monitors expenditure and agrees any virement as may be necessary.

SCHOLES JUNIOR AND INFANT SCHOOL GOVERNOR EXPENSES CLAIM FORM

Name:	Address:
Date:	Postcode:
Date of meeting/training:	Signature of Chair/ Trainer (please also print name:

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

Signed _____ Date _____

	£	p	p
Child care/Babysitting expenses Please request registered childminder to sign and date: Name..... Signature..... Date.....			
Care arrangements for an elderly or dependent relative Please request registered carer to sign and date:			

Name.....			
Signature.....			
Date.....			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

Office Use:-

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

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Head Teacher or authorised Officer (name, date and signatory)

I CERTIFY THAT I HAVE RECEIVED £.....IN RESPECT OF GOVERNORS' EXPENSES:

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Claiming Governor/Associate Member (name, date and signatory)