

Surrey Street Primary School

POLICY FOR THE PAYMENT OF GOVERNORS' EXPENSES AND ALLOWANCES

Introduction

The Education (Governors' Allowances) Regulations 2003 apply to all maintained schools and came into force on 1 September 2003. The regulations make provision for allowances to be paid for any expenditure necessarily incurred by individual governors or associate members when carrying out their duties.

Governors cannot be paid an attendance allowance (ie payment for attending meetings), or for loss of earnings.

Any claim for expenses is met from the school's delegated budget.

Providing that only actual expenditure is reimbursed governors are not liable for tax.

Allowances/expenses may be paid for:

Child care or babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home, to care for his/her child(ren) or has a regular unpaid babysitting arrangements, for example, Grandparents.

Care arrangements for an elderly or dependent relative

Costs may be claimed for situations similar to those for child care.

Telephone charges, photocopying, stationery, etc

Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted. No reimbursement will be made for printing off minutes/agendas etc; this can be arranged through school if needed.

Travel and subsistence

Mileage may be claimed for distances exceeding 10 miles round trip for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the rate of 40p per mile (this must not exceed the maximum level of the rates published by the Inland Revenue for travel and subsistence). Governors will be expected to car share whenever possible.

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel; Governors will be expected to investigate buying tickets in advance on line to obtain the best fare.
Receipts will always be required.

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, upon production of a valid receipt.

Claims for subsistence allowances, ie for meals that would not otherwise have been purchased, up to a maximum amount of £6 or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

Governors with a special need

Where equipment to enable a governor, for example, to communicate or take part in an activity, claims will be limited to reimbursing the cost of, e.g., provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be, unless this is funded from another source.

Making a claim

Governors should claim in arrears on a termly basis, unless the amount to be claimed is substantial, and prior to the end of the financial year in question.

Claims should be authorised by the Chair of governors and submitted to Headteacher for payment.

The policy and amounts payable will be reviewed on an annual basis.

This policy applies equally to all categories of governor.

Agreed June 09 by Finance Committee
Reviewed May 10/March 12/13/14/15/16