



## Great Totham Primary School Governors' Allowances and Expenses

### Introduction:

The Education (Governors' Allowances) Regulations 2003 allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty".

At Great Totham Primary School the Governing Body has agreed to seek Chair of Governor approval before incurring claimable expenses.

### Aims:

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.

### Claimable Allowances and Expenses:

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

- **Child care or baby-sitting expenses.**  
A claim may be made 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**  
A claim may be made 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.
- **Telephone charges, photocopying costs and stationery**  
These may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- **Travel and subsistence**

When traveling to either school or a course mileage may be claimed if the distance traveled exceeds 3 miles. All Governors claiming are expected to travel the shortest reasonable route and where possible car share with colleagues. 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, upon production of a valid receipt. Mileage allowance will be reimbursed at the rate of 45p per mile. 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, prior to the end of the financial year in question using the form in appendix 1.

Claims should be made to the Finance Officer, and authorised by the Chair of Governors, or the Chair of the Resources Committee.

### **Evaluation**

The Resources Committee is responsible for evaluating the effectiveness of this policy in the light of other school policies, in particular the Equality & Diversity scheme, every two years.

Policy agreed by Resources Committee January 2015

	Approval/Comments
Review Date: January 2017	No changes proposed.
Review Date: Feb 2020	Approved no changes made
Review Date: January 2022	

## Appendix 1

**Governor Expenses Claim Form**

<b>Name:</b>	<b>Great Totham Primary School</b>
<b>Address:</b>	<b>Claim Period:</b>
<b>Postcode:</b>	<b>Date:</b>

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

Signed:

	£	p	P
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support fro governors with English as an additional language			
Travel to meeting/training courses			
Travel/subsistence to national meetings or training events			
Telephone charges			
Postage			
Photocopying			
Stationery			
Other (Please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

Claim approval: . . . . . (Chair of Governors or Resources)

This form should be submitted to Finance Officer in the school office.

