



Cricket Green School

Governor Allowance & Expenses Policy



Date reviewed: Spring 2017

Review Date: Spring 2018

Cricket Green School

GOVERNOR ALLOWANCES & EXPENSES POLICY - draft

Scope & Applicability

The School Governance (Roles, Procedures and Allowances (England) Regulations 2013 applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors or associate members when carrying out their duties.

The Governing Body acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

This policy applies equally to all categories of Governor.

Types of allowable expenses

Examples of where a claim may be made for incurred expenses include the following:

Childcare or babysitting

- Claims for the actual cost of reimbursement to a 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.
- Where a governor does not have a spouse, partner or other responsible adult to care for a child or children during the period of absence in which that the 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 babysitter.

Care arrangements for an elderly or dependent relative

- Costs may be claimed for situations similar to those for childcare.

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.

Travel and subsistence

- Only in the event that a Governor is travelling over 12 miles on school business should a claim be made.
- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.
- Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
- Mileage claims will be reimbursed at the level of the rates published by HM Revenue & Customs.
- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

Special Needs

- Any extra costs incurred by governors in carrying out their duties because they have special needs.

Other

This list is not exhaustive and the Governing Body may agree to reimburse other justifiable expenses.

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. Claims should be made on the Schools' standard claim form available from the Business Manager and should be authorised by the Chair of Governors or another governor where the Chair is claiming the expenses. Completed claim forms should be submitted to the Business Manager for payment.

Agreed my Finance Committee January 2017

FGB to ratify February 2017