

St Monica's Catholic Primary School Governors' Allowances Policy



Status	Statutory Policy
Policy reviewed	Autumn 19
Date approved by the Governing Body	
Date published on the school website	
Term of next review	Autumn 20
Signature of Chair of Finance Committee	

We believe that the governing body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow maintained schools to pay governors' expenses from the school's delegated budget.

1. Governors may claim allowance in respect of expenditure incurred whilst attending meetings of the governing body and its committees, undertaking governor development and otherwise acting on behalf of the governing body.
2. Governors may not claim for actual or potential loss of earnings or income.
3. All governors and associate members are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

Categories of eligible expenses are as follows:-

- Care arrangements: child care or babysitting expenses at OFSTED registered provider, where these are not provided by a relative or partner;
- Care arrangements for an elderly or dependent relative through official provider (e.g. LA co-ordinated), where a relative or partner does not provide these;
- Telephone calls and postage;
- Travel;
- Subsistence;
- Support for governors with special needs (eg audio equipment);
- Support for governors whose first language is not English (translations and interpreters).

Allowance Rates

Rates at which allowances are payable are as follows:-

- Care arrangements: actual and reasonable costs incurred;
- Telephone calls and postage: actual costs incurred;
- Travel rates: For approved Governor business (prior approval required by Chair or Head) in accordance with current LA mileage allowances;
- For public transport: actual costs incurred. However, where more than one class of fare is available the rate shall be limited to second-class fares;
- Subsistence: if additional expenses are incurred because work as a governor

- requires taking meals away from the school area, reimbursement will be made for the food/drink items bought on the day claimed.

Criteria for Claims

Travel to be authorised by either the Head or the Chair before departure.

Claims should be submitted to the clerk to the governors, who will check and authorise claims for £50 or less. Claims for more than £50 will be checked by the clerk and authorised for payment by the headteacher, within one month of the expenditure being incurred (except for telephone calls). Receipts must be supplied to support claims for reimbursement, eg bus ticket, phone bill, taxi receipt, till receipt.

In the case of phone calls, an itemised bill should be provided, identifying the relevant calls.

Financial Systems

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.