



# Allowances and Expenses Policy.

Approval Requirements	Head Teacher
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Signed – Head Teacher	

## **Park Way Primary School Governor Allowances and Expenses Policy**

### ***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"

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.

All Governors of Park Way Primary School are entitled to claim the actual costs that they incur as follows:

- To attend Governors' Meetings, Committee Meetings and any other meeting, which as a Governor you are required to attend.
- For visits into school e.g. to observe teaching, assemblies or special events such as concerts and sports days.
- To attend training provided by Governor Services, or to attend briefing meetings.
- Expenses may be claimed for attending conferences and meetings other than above, but the prior approval of the Governing Body must be sought.

### ***Expense Allowances***

Allowances and expenses necessarily incurred for which a claim may be made are defined in the following subsections.

Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

#### **Child care or babysitting expenses.**

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**

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, postage and stationery**

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**

Mileage may be claimed where the distance between the governors' home and the school or other venue which governors are required to attend on business related to the work of the governing body (e.g. meetings, training courses, visits to other providers, etc.) exceeds 10 miles.

Where necessary, the cost of parking to enable attendance of governor business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt.

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 or personal vehicle is available, the cost of a taxi fare is not reclaimable, but mileage or equivalent bus fare may be claimed instead subject to pre-authorisation of the school Business Manager who will authorise and advise on the procedure for such claims.

Mileage allowance will be reimbursed at the prevailing rate for school staff. Where Governors share transport, only the driver may claim mileage expenses.

Any such costs must be sanctioned by the Headteacher before they are committed

### ***Claiming Expenses***

To minimise administrative burden for the school, governors should claim in arrears on a termly basis unless the amount to be claimed is substantial. Claims should be submitted on the appropriate expense claim form which is available from the school office.

Each claim must be authorised by either the Chair of Governors or the Head Teacher and submitted to the school office for payment. All claims will be reimbursed by cheque.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details