

St Thomas of Canterbury Catholic Primary School

'To Love and To Serve'



Governors' Allowances Policy

ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

Governors' Allowances Policy

Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 make provision for allowances to be paid to school governors or associate members of the Governing Body for out-of-pocket expenses incurred in the context of carrying out their duties.

Any claim for expenses has to be met from the school's delegated budget.

This policy applies equally to all categories of governor and also includes associate members of the Governing Body.

Paying Allowances

Examples of when a claim may be made for incurred expenses are given below, but it is for the Governing Body to take account of its individual needs and determine the basis on which a claim can be made and the criteria to be followed. For example, the Governing Body may consider the inclusion of other criteria such as reimbursement of the cost of equipment and/or support for a governor with special needs or where an individual's first language is not English.

Childcare or babysitting expenses.

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made for childcare whilst the governor is attending meetings of the Governing Body or of 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).

Care arrangements for an elderly or dependent relative. Costs may be claimed for situations similar to those for childcare.

Where a governor is unable to use the school's facilities, the cost of telephone charges, photocopying, stationery, etc. may be claimed. Receipts must be submitted where appropriate and in all cases a detailed written record of the expenses should be made and submitted.

Travel and subsistence.

Mileage may be claimed for distances exceeding 3 miles 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 45p per mile (this must not exceed the maximum rates published by HMRC for travel and subsistence).

Where public transport is used, the actual cost of the expenditure will be reimbursed up to standard class rail fare. Where it is not possible to use public transport, either because of the remoteness of the location or the individual's special needs, the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £10.

Making a claim.

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be authorised by the Chair of Governors and submitted to the School Business Manager for payment.

This policy and the amounts payable will be reviewed every two years.

This policy statement supersedes any previously issued.

Governor Training

Governors are not expected to pay for approved training that is relevant to the work of the Governing body.

Chair of Governors (signed)

Headteacher.....(signed)

This policy was approved 11th May 2017.

This policy will be reviewed in May 2019.