



Policy Reference: 4

## GOVERNORS ALLOWANCES POLICY

Version: 1.2

<b>Name and Designation of Policy Author(s)</b>	Janet Hartley, School Business Manager		<b>Is this a Statutory Document</b>
			Yes
<b>Approved By (Committee / Group)</b>	Finance and Personnel Committee		
<b>Date Approved</b>	28/1/2020		
<b>Date Ratified by FGB</b>	N/A		
<b>Date Published</b>	30/1/2020	<b>Is this to be published publicly on the school website?</b>	Yes
<b>Review Date</b>	Spring 2021		
<b>Target Audience</b>	Members of the Governing Body		
<b>Links to Other Strategies, Policies, Procedures, etc</b>	In line with Schools Financial Value Standard		

### Version History

Date	Ver	Author Name and Designation	Summary of Main Changes
June 2015	1	Mark Chidgey	First Policy, no previous versions
Jan 2018	1.1	Policy Reviewed by Mr R Kilpatrick, Chair of Finance	No Changes
Jan 2020	1.2	Janet Hartley, School Business Manager	Change of author to School Business Manager

### Monitoring Compliance with the Policy

Describe Key Performance Indicators (KPIs)	Target	How will the KPI be Monitored?	Which Committee will Monitor this KPI?	Frequency of Review	Lead
Policy is available to all staff, parents and governors	100%	Through information to Governors / HT Report	Finance	Annually	Chair of Finance Committee
Procedures and record keeping follow the policy and SFVS	100%	Records of reimbursement for expenses incurred	Finance	Annually	Chair of Finance Committee

## **Mission Statement**

Our school community is rooted in the Gospel and the vision of St. Catherine of Siena. This inspires each of us *'To be who God wants us to be and so set the world on fire.'*

- We are called to love one another as we seek to be the best in all that we learn and do.
- We celebrate and nurture the gifts, talents and skills of everyone.
- We commit ourselves to grow together in faith, love and service.

## **Introduction**

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

The principle that will be applied in implementing this policy is that of ensuring equality of opportunity for all members of the community to serve as governors.

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

## **Paying Allowances**

Governors wishing to make claims under these arrangements must:-

- 1) Seek prior approval from the Chair of Governors. No claims will be authorised without prior approval.
- 2) Submit a claim within four weeks of incurring the expenses. These claims will be authorised by the Headteacher. Where applicable, receipts must be included with the claim and failure to be able to evidence that the costs have been incurred will mean that no reimbursement may be made.
- 3) Follow the school procedures for claims, this may include a requirement for claims to be processed through the school payroll.

Claims will be subject to independent audit and may be investigated by the Chair of Finance committee if they appear excessive or inconsistent.

Examples of when a claim may be made for incurred expenses are given below:-

## **Child care or babysitting**

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while 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. 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 child care.

## **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**

Mileage may be claimed for distances exceeding 10 miles for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at an equivalent rate per mile to that claimed by teaching staff and will not exceed the maximum level of the rates published by the Inland Revenue for travel and subsistence.

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.

Claims for subsistence allowances include, for example, meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred. Governors will be reimbursed upon the production of a receipt up to a maximum amount to be agreed in advance.

## **Other**

This may include, for example, the provision of equipment and/or support for governors with special needs or where an individual's first language is not English.

The policy and amounts payable will be reviewed on a three yearly basis.

**This policy applies equally to all categories of governor, including associate members.**