



## ST. MARTIN'S CE PRIMARY & NURSERY SCHOOL

### POLICY STATEMENT ON GOVERNORS' ALLOWANCES AND EXPENSES

#### **Introduction:**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 state: *'School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or childcare costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide'*.

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing board committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing board's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- **Childcare or baby-sitting 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 board, its committees or in otherwise representing the school or governing board, and it is not possible for that governor to attend virtually; 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 additional needs**  
Where the school or governing board 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 additional needs.

- **Telephone charges, photocopying costs and stationery**

These 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 board. 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 venue which governors are required to attend on business related to the work of the governing board (e.g., meetings, training courses, visits to other providers, etc.) exceeds 3 miles and it is not possible for that governor to attend virtually. If the meeting is at St. Martin's, then governors can claim if the distance exceeds three miles but only up to a maximum of 15 miles from the school and it is not possible for that governor to attend virtually. Where necessary, the cost of parking to enable attendance of 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 will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the rate of 45p per mile. An allowance of 20p per mile may be claimed for use of a pedal cycle. Payments of expenses where these have been, or are already met by the LEA or other body are excluded from this policy.

## **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 to the School Business Manager and authorised by the Chair of Governors. Claims made by the Chair of Governors are to be authorised by the Headteacher.

## **POLICY REVIEW**

<b>Date Policy Adopted</b>	<b>21<sup>st</sup> March 2016</b>
<b>Policy Review Term</b>	<b>Annual</b>
<b>Lead Governor responsible for review</b>	<b>Lead for Finance</b>
<b>Lead Member of Staff responsible for review</b>	<b>School Business Manager</b>
<b>Dates policy reviewed and any amendments made</b>	6 <sup>th</sup> February 2017
	7 <sup>th</sup> March 2018 - Mileage claims for attending scheduled GB meetings have a maximum of 15 miles from the school.
	8 <sup>th</sup> July 2019
	7 <sup>th</sup> December 2020
	21 <sup>st</sup> June 2021 – expenses for travel and care arrangements will only be paid if the governor cannot attend virtually
	13 <sup>th</sup> June 2022 – no changes
	12 <sup>th</sup> June 2023 – no changes