

Byron Court Primary School

Policy on Governors' Allowances

1. Purpose

The purpose of this policy is to set out a framework for governors to claim for reasonable expenses in the exercise of their duties. The Education (Governors' Allowances) Regulations, that came into force on 1 September 2003, replacing the Education (Governors' Allowances) Regulations 1999, and made under sections 19 (3) and 210 (7) of the Education Act 2002 permits the Governing Body to pay governors such expenses from the school budget.

2. Relationship to other policies

One of the key responsibilities of the Governing Body is to determine the direction in which they school should develop. In effect, governors are required to construct new policies and bring extant ones up to date. In carrying out this function, it is not unusual for governors, who work in a voluntary capacity, to receive reasonable expenses.

3. Expenses governors may claim

The following expenses may be claimed by governors.

a. Travel

- (i) Claims may be may be governors to cover them for the cost of travel to governors' events, meetings or training courses from home to work (whichever is nearer) by public transport. They should provide the appropriate bus, tube and train tickets.
- (ii) Physically disabled governors may claim by travel by taxi. Receipts must be produced for the governors to be reimbursed. ¹
- (iii) Mileage may be claimed for the use of private cars at the following rate, which does not exceed those set out by the Inland Revenue but the most that will be reimbursed is the public transport equivalent.

b. Care for relatives

- (i) Child care expenses will be paid at the rate of £7.00 an hour. Payment will not be made to anyone with parental responsibility for the child/children.
- (ii) Care for an elderly or disabled relative will be paid at the rate of £7.00 an hour.

4. What expenses may not be paid

¹ The Governors Support Service has a scheme to provide a free taxi service for those governors with disabilities. Please contact the GSS on 020 8937 3038 for further information.

The regulations specifically proscribe governors from claiming attendance allowances for meetings or for loss of earnings.

5. How should claims be made?

- a. Governors (including the Chair and Vice Chair) should submit their claims on the appropriate form (see Annex) to the Headteacher and, where possible, receipts should be attached to these claims. The Headteacher will ratify such claims. Where a claim is subject to question, the Headteacher should refer it back to the governor who has made it.
- b. In the event of a dispute, the decision of the Chair is final. Where the Chair makes the claim, the Vice Chair's word will be final.
- c. Where the Headteacher makes a claim, the Chair of Governors will ratify it. In the event of a dispute arising from the Chair and the Headteacher about the veracity of a claim, the Vice Chair of Governors' judgement will be sought and her/his decision will be final.

6. Other Expenses

The Headteacher is permitted to set aside a small budget annually to provide governors' refreshments when they arrive at meetings of the Governing Body and its Committees.

7. Availability of Policy

All existing governors (and new governors at their first meeting) will be given a copy of this policy.

8. Evaluation

Once every three years, this policy – in particular, the rates for paying the expenses – will be reviewed during the Summer Term, by the appropriate (usually the Finance and Strategy) Committee.

Date of Policy Revised: November 2015

BYRON COURT PRIMARY SCHOOL GOVERNING BODY

GOVERNORS' EXPENSES CLAIM FORM

NAME: _____ ADDRESS: _____

I WISH TO CLAIM £_____ (PLEASE INSERT AMOUNT TO BE CLAIMED AND TICK APPROPRIATE BOXES)

1. TRAVEL EXPENSES Bus Ticket - please attach bus ticket Mileage for car - please list mileage incurred and cc of vehicle

Mileage _____ cc of car _____ Mileage allowance £_____

Mileage for motorbike - please list mileage incurred and cc of vehicle

Mileage _____ cc of car _____ Mileage Allowance £_____

Taxi fare - please attach receipt **2. CHILD CARE / DEPENDENT RELATIVE**

Please request babysitter / childminder to sign and date below, and insert amount to be claimed above.

Name (print) _____ Signature _____ Date _____

3. CLERICAL EXPENSES

Please list below the items purchased, and attach a receipt to this proforma

4. OTHER

Please provide details of claim and proof of expenditure

I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY

_____ Headteacher or authorised Deputy (please print name)

_____ Signature of Headteacher or Deputy

_____ Date

I CERTIFY THAT I HAVE RECEIVED _____ (AMOUNT) IN RESPECT OF GOVERNORS' EXPENSES

_____ Claiming Governor (please print name)

_____ Signature

_____ Date

THIS COPY TO BE RETAINED BY THE HEADTEACHER TOGETHER WITH ANY SUPPORTING RECEIPTS RECEIVED