



Carr Green Primary School

Policy for payment of expenses and allowances to Governors and Staff

Governors are not paid any form of allowance for their work as members of the Governing Body, and no compensation is paid for any form of loss of earnings.

Where a Governor or member of staff incurs travel or subsistence costs due entirely to his or her work as a Governor or as an employee he or she shall be entitled to reclaim these costs in accordance with the guidelines below.

The principle of "No loss, no claim" will always apply. This policy has been produced with reference to the Local Authority rates for mileage and subsistence.

1. Travel

Travel which is necessary to fulfill duties as a Governor or a member of the staff will be repaid at the rate agreed by the Local Authority for use of a private car, or at actual cost where public transport is used. Where extended journeys are necessary every effort should be made to minimise expenses, for example by car sharing. When claiming for mileage the lower of the distance measured from school to destination or the distance measured from home to destination should be claimed.

2. Subsistence

If attendance is required at school over the lunchtime period, for example when conducting staff interviews or supervising activities outside directed hours, lunch will be provided.

If attendance on a course or visit necessitates meals being purchased, actual costs incurred may be reclaimed as approved by the Local Authority.

3. Overnight stay

Actual hotel charges will be reimbursed, providing the necessity for the overnight stay and the choice of hotel was approved by the Chair or Vice-Chair of the Governing Body or the Head Teacher in advance.

4. Telephone charges, photocopying and stationery

Under normal circumstances there will be no reimbursement for the above items. Requests for items of stationery and photocopying should be made through the School Office and the School telephone should be used for Governor related business.

5. Other expenses

The expenses identified below will only be reimbursed if approved by the Chair or Vice-Chair of the Governing Body in advance.

- Childcare or baby-sitting expenses
- Care arrangements for an elderly or dependent relative
- Support for governors with special needs (for example audio equipment)
- Support for governors whose first language is not English (for example translations)

6. Claims procedure

Claims must be submitted to the School Administrator in writing, accompanied by supporting receipts, within 3 months of the expenditure being incurred. They will be authorised by the Chair, Vice-Chair, Headteacher or Deputy Headteacher before payment. No person may authorise their own expenses.

This policy was approved by the Full Governing Body in October 2017 and will be reviewed in October 2019 or sooner if necessary.