



THE ABBEY CE VA PRIMARY SCHOOL

Together we learn, we care, we achieve –
for ourselves, for each other, and for the community in which we live.

GOVERNOR ALLOWANCES & EXPENSES POLICY

Implementation Date: June 2017
Review Date: November 2020
Next Review Date: November 2023

The School Governance (Roles, Procedures & Allowances (England) Regulations 2013 applies to all maintained schools. The regulations make the provision for allowances to be paid for certain expenditure necessarily incurred by individual governors or associate members when carrying out their duties.

The Governors of Abbey CE VA primary School wish to adopt an allowances and expenses policy in line with these regulations.

The Governing Board acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

Any request to claim expenses must be made in writing to the Chair of Governors/Treasurer before a meeting date/training/event has been agreed which could incur expenses to be claimed. The Chair of Governors must give written confirmation before any expense can be incurred. To make a claim Governors must use form in Appendix 1.

Any claim for expenses has to be met from the Governors' Account via the School's delegated budget. Payment may be made from any other source or income to the school as long as the person providing the funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed, Governors would not be liable for tax.

The Governing board of Abbey School believes that this would be an appropriate use of funds available to the school, as it would help to ensure equality of opportunity to serve as governors to all members of the community.

This policy applies equally to all categories of governor.

Types of allowable expenses

Any request to claim expenses must be made in writing to the Chair of Governors before a meeting date/training/event has been agreed which could incur expenses to be claimed. The Chair of Governors/ Treasurer must give written confirmation before any expense can be incurred. To make a claim Governors must use form in Appendix 1.

Examples of where a claim may be made for incurred expenses include the following:

Expense Type	Notes
Child care or babysitting	<ul style="list-style-type: none"> • Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the Governor is attending meetings of the Governing Board or its committees or other agreed activities, such as training events. • Appropriate proof of payment should be submitted. • This <u>excludes</u> 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 adult	<ul style="list-style-type: none"> • Costs may be claimed for situations similar to those for childcare.
Telephone charges, photocopying, stationery, etc.	<ul style="list-style-type: none"> • Where possible, telephone charges/stationery/photocopying should be carried out using the school's facilities • Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.
Travel and subsistence	<ul style="list-style-type: none"> • Only in the event that a governor is travelling 40 miles or more via car on school business should a claim be made. • Where public transport is used, the actual cost of 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. • Mileage claims will be reimbursed at the level of rates published by HM Revenue & Customs. • Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to the value of £5) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.
Special needs	<ul style="list-style-type: none"> • Any extra costs incurred by governors in carrying out their duties because they have Special Educational Needs Disabilities (SEND).
Other	<ul style="list-style-type: none"> • This list is not exhaustive and the Governing Board agrees to reimburse other justifiable expenses, e.g. teachers' leaving gifts, 'thank you' gift to auditor of Governors' accounts, etc.

Making a claim

All claims must be made within 30 days of expenditure using Appendix 1, within the current academic year

Since expense payments form part of the expenditure of public and/or Governors funds, both will be subject to audits.

Policy review

The Resources Committee will review the policy on a three yearly basis.



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APPENDIX 1 – EXPENSES CLAIM FORM FOR GOVERNORS & ASSOCIATE MEMBERS

Governor's Name	
Governor's Address	
Date Governor emailed Chair of Governors of request	
Date Chair of Governors confirmed expense	
Date/explanation of event expenses relate to	

I claim the total sum of £ _____ in respect of expenses incurred whilst carrying out my duties as a governor / associate member of the Abbey CE VA Primary School Governing Board.

I have attached the relevant receipts in support of my claim.

Signed:

Date:

Expense Type	Amount (£)
Child care / babysitting	
Care arrangements for elderly or dependent relative	
Telephone charges, photocopying, stationery, etc	
Travel and subsistence	
SEND	

Other (please specify)	

This form should be submitted to:

- Chair of Governors/Treasurer governor – Governors' Current Account reimbursement