



# St Mary and St Pancras CE Primary School

## Governor Allowance and Expenses Policy

DATE APPROVED BY THE ST MARY AND ST PANCRAS CE SCHOOL BOARD OF GOVERNORS	5 <sup>th</sup> May 2021		
NEXT REVIEW DATE	May 2022		
SIGNED (HEADTEACHER)	Ms Jules Belton	DATE	May 21
SIGNED CO-CHAIRS OF THE GOVERNING BOARD	Mr Samuel Hopcroft Mr William Hall	DATE	May 21

## **1. Scope & Applicability**

- 1.1.** The School Governance (Roles, Procedures and Allowances (England) Regulations 2013 applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual Governors or associate members when carrying out their duties.
- 1.2.** These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Governors for certain allowances which they incur in carrying out their duties.
- 1.3.** The Governing Body at St Mary & St Pancras C of E Primary School acknowledges that Governors may not be paid an attendance allowance or be reimbursed for loss of earnings.
- 1.4.** St Mary & St Pancras C of E Primary School Governing Body believes that paying Governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Governors for all members of the community.
- 1.5.** Any claim for expenses has to be met from the school's delegated budget
- 1.6.** This policy applies equally to all categories of Governor.

## **2. Types of Allowances**

The following are examples of where a claim may be made for incurred expenses:

### **2.1. Child care or babysitting**

- 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 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).

### **2.2. Care arrangements for an elderly or dependent relative**

- Costs may be claimed for situations similar to those for child care.

### **2.3. 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 special needs.

### **2.4. Travel and Subsistence**

- Mileage may be claimed where the distance between the governors' home and the School or other venue which governors are required to attend on business related to the work of the governing body (e.g. meetings, approved training courses/conferences, visits to other providers, etc.) exceeds 3 miles. Where several governors attend the same meeting or event they are encouraged to share transport so as to minimise costs.
- Mileage claims will be reimbursed at the level of the rates published by HM Revenue & Customs, currently 45p per mile for cars and vans and 24p per mile for motorcycles and 20p

for a bicycle. (Will be reviewed in accordance with HR Revenue & Customs Guidance). A fuel VAT receipt must be submitted for mileage expenses claimed.

- 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.
- 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, i.e. for meals that would not otherwise have been purchased (up to value of £5.00).

### **2.5. Special Needs**

- Any extra costs incurred by Governors in carrying out their duties because they have special needs.

### **2.6. 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.

### **2.7. Other**

- This list is not exhaustive and the Governing Body agrees to reimburse other justifiable expenses.

## **3. Making a Claim**

- 3.1.** Claims should be submitted on the appropriate claim form (petty cash claim form for Governors attached Appendix 1) and should be authorised by either the Chair of Governors or Head teacher and submitted to the school office for payment.
- 3.2.** Claims of under £25.00 can be reimbursed via cash. Claims of over £25.00 will be reimbursed by cheque.
- 3.3.** Governor expense payments form part of the expenditure of public funds and claims will therefore be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.

## **4. Review**

- 4.1.** The policy and amounts payable will be reviewed on an annual basis.

