



St Paul with St Luke CoE Primary School

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Governors' Expenses Policy Version Control

Version no	Amendments	Approval date
1		Jan 2014
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Policy on Governors' Expenses

Introduction

This policy has been developed in accordance with the Education (Governors' Allowances) (England) Regulations 2003 and the DCSF Guidance "Paying Allowances to School Governors". These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances and expenses which they incur in carrying out their duties. In this policy "Governor" shall include any Associate Member.

Aim

The aim of this policy is to ensure that a governor is not out of pocket in carrying out their duties as a governor. St Paul with St Luke's 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 and so is an appropriate use of school funds. The specific items allowable reflect this aim.

All governors of St Paul with St Luke are entitled to claim the actual costs, expenses and allowances which they necessarily incur in carrying out their duties as a governor or representative of St Paul with St Luke as follows:

- **Child care 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 body, its committees or is otherwise representing the school or governing body. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter. No claims will be reimbursed for any payment to any current or former spouse or partner. **Prior approval for the costs of child care or baby sitting to be reimbursed must be obtained from the Chair of Governors (or the Chair of the Resources Committee in respect of claims by the Chair of Governors) before any reimbursable costs are incurred.**

- **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. No claims will be reimbursed for any payment to any current or former spouse or partner of the governor or of the elderly or dependent relative. **Prior approval for the costs of care arrangements for an elderly or dependent relative to be reimbursed must be obtained from the Chair of Governors (or the Chair of the Resources Committee in respect of claims by the Chair of Governors) before any reimbursable costs are incurred.**

- **Governors with a special need**

Where the school or governing body 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. **Prior approval for such costs to be reimbursed must be obtained from the Chair of Governors (or the Chair of the Resources Committee in respect of claims by the Chair of Governors) before any reimbursable costs are incurred.**

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

May be reimbursed where the governor is unable to use the facilities of the school in carrying out any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt (where possible) relating to any expenditure incurred. Claims will be limited to reimbursing the actual costs involved. **Prior approval for the costs of courses to be reimbursed must be obtained from the Chair of Governors (or the Chair of the Resources Committee in respect of attendance by the Chair of Governors) before any reimbursable costs are incurred.**

- **Travel and subsistence to meetings, conferences and training courses.**

Travel costs may be claimed where the distance between the governors' home and the school (in the case of meetings at the school) or the conference or training course exceeds 3 miles. Public transport 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 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 for cars, motor cycles and pedal cycles will be paid at the HMRC Authorised Mileage Rate in force at the date of travel. **Prior approval for the costs of attendance at conferences and training courses to be reimbursed must be obtained from the Chair of Governors (or the Chair of the Resources Committee in respect of attendance by the Chair of Governors) before any reimbursable costs are incurred.**

Any other justifiable costs, expenses or allowances. Prior approval for such costs, expenses or allowances to be reimbursed must be obtained from the Chair of Governors (or the Chair of the Resources Committee in respect of claims by the Chair of Governors) before any reimbursable costs are incurred.

Expenses recoverable from other bodies

Expenses and allowances which have been or can be met by the Local Authority or other body cannot be claimed under this policy.

Receipts

No amount shall be claimed under this policy without a receipt or other evidence establishing the amount of the expenditure, unless the Chair of the Finance Committee (or the Chair of Governors for claims by the Chair of the Resources Committee) agrees exceptionally that it was not practical for a receipt to be obtained.

The Governing Body at St Paul with St Luke acknowledges that

- Governors may not be paid an attendance allowance
- Governors may not be reimbursed for loss of earnings

Claims procedure

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the School Office), attaching receipts, and return it to the School within two weeks of the date when the allowances were incurred. Claims will be authorised by the Chair of Governors (by the Chair of the Resources Committee for claims by the Chair of Governors).

Reporting of claims

All amounts paid under this policy will be reported to the Resources Committee at least once a term for their review.

Claims will also be subject to independent audit and may be investigated by the Chair of Governors (or Chair of the Resources Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.