



WOODFIELD ACADEMY

GOVERNOR ALLOWANCES POLICY

Ratified on 15th November 2017

Signed (Chair of Governors)..... Date.....

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) Regulations 2013.

School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a valid receipt.

The allowances will be paid from the school's annual budget. Woodfield Academy'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. Details of specific items allowable are detailed below. However, it is noted that,

- Governors cannot be paid attendance allowance
- Governors cannot be paid for any loss of earnings.

All governors of Woodfield Academy will be entitled to claim the actual costs, which they incur as follows:

All Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or as a representative of Woodfield Academy and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred. Such examples are given below:

- To attend Governors Meetings, Committee Meetings and any other meeting you are required to attend.
- For visits into school e.g. to observe teaching, assemblies or special events such as concerts or sports days.
- To attend training provided by Governor Services of an external provider, relating to their role as a Governor.
- Expenses may be claimed for attending conference meetings and meetings other than the above, but the prior approval of the Chair must be sought.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of the Governing Body.

Childcare of Babysitting 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 in 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.

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.

Governors with a Special Need

Where the school of 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.

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.

Telephone Charges, Photocopying Costs, Postage and Stationery

These costs may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the Governing Body. Governors must keep a written record or obtain a receipt (where possible) relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

Travel and Subsistence

Car mileage may be claimed where the distance between the governors' home and the school exceeds 10 miles each way. Similarly if the governor is required to attend a business venue in relation to the work of the Governing Body, travel in excess of 10 miles each way may be claimed. In the case of course travel, the typical distance that would have been travelled from a local home address to school will be deduced from the claim.

Where necessary, the cost of the parking to enable attendance at governors meetings is also permissible upon production of a valid receipt.

The use of public transport is also allowed and 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 or personal vehicle is available the cost of a taxi fare is **not** reclaimable but mileage or equivalent bus fare may be claimed for the distance travelled.

Claiming Expenses

To minimise the administrative burden for the school, Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial. Claims should be submitted on the appropriate suspense claim form, obtainable from the Clerk to Governors and receipts should be attached. These should be given to the Clerk to Governors who will arrange reimbursement with the finance team.

Each claim must be authorised by the Chair of Governors. Claims can be reimbursed via cheque or through the BACS system if you submit your bank details.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent, the Chair of Governors may seek further details.

This Policy will be reviewed by the Finance Committee on a yearly cycle and must be signed by the Chair of Governors.

Last reviewed November 2016

Governor Allowances Claim Form

Name:	Date:
Address:	
Claim Period:	

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed..... (Claimant)

	£	Per Hr / Unit	Total
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

Signed (Chair of Governors)

If prior approval needed, date of minuted meeting