

St Lawrence C of E (Aided) Junior School
Governor Allowances and Expenses Policy

Introduction

The School Governance (Roles, Procedures and Allowances [England]) Regulations 2013 apply to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors when carrying out their duties.

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

Any claim for expenses has to be met from the school's delegated budget. Providing that only actual expenditure is reimbursed, Governors would not be liable for tax.

The Governing Body believes this is an appropriate use of school funds as it helps to ensure equality of opportunity to serve as a Governor to all members of the community.

Allowable Expenses

Examples include:

Childcare / babysitting – claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the Governor is attending meetings or other agreed activity e.g. a training event. Appropriate proof of payment should be submitted. This excludes situations where another responsible adult in the home would normally care for the child/ren.

Care arrangements for elderly or dependent relative – as for childcare.

Telephone charges, photocopying, stationery etc. – where a Governor is unable to use the school facilities, a claim supported by receipts may be made.

Travel and subsistence – mileage claims will be reimbursed at the current LA approved rate. Public transport costs will be reimbursed, a receipt will be required for taxi fares. Car parking charges will be paid on production of a receipt. Claims can be made for meals which would not otherwise have been purchased to a value of £10.00

Special needs – any extra costs incurred by Governors in carrying out their duties because they have special needs.

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

Making a Claim

Claims should be submitted on a claim form available from the School Business Manager. Claims will be reimbursed in cash or by BACS payment depending on the amount.

Approved: May 2017

Next review date: May 2020