



Together we can make a difference

Governor Allowances Policy

Name of school: Bexton Primary School

Date of review: May 2017

New review date: May 2020

Introduction

Governors give their time generously for the benefit of the school. So that every governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her full part as a governor, the Governing Body formally agreed the following policy on paying governors' expenses.

Key Features of Policy

- Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a governor of this school.
- Governors cannot claim expenses for loss of earnings.
- Governors may be reimbursed for expenses incurred whilst attending governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:
 1. Governors can only claim expense for the actual cost incurred (that is, the cost must have been incurred by the governor before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.
 2. It is the responsibility of governors to decide for themselves whether or not to claim.
 3. The method of claiming expenses should ensure that governors are able to claim without embarrassment.
 4. Existing Governors (and new governors at their first meeting) should be given a copy of this policy. The policy will also be made available on request to any prospective governor.
 5. The policy should be reviewed annually by the Resources Committee and any changes agreed by the full Governing Body.

Approved Categories

There are four approved categories:

1. Travel
2. Clerical
3. Childcare
4. Care for elderly relatives

1. TRAVEL EXPENSES

Public Transport – reimbursement of fare upon production of ticket; rail travel should be by second class and every effort should be made to use fares which offer best value.

Car - the latest mileage allowances should be applied.

Taxi – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a Governor.

2. CLERICAL EXPENSES (stamps, envelopes, photocopying etc)

Wherever possible, governors will use school facilities to facilitate any clerical requirements. In situations where costs are unavoidably incurred carrying out governors' duties, reference for payment will be made to the School Business Manager or Head Teacher before expenses are incurred and will only be paid if agreed and accompanied by proof of purchase (e.g. till receipt)

3. CHILDCARE EXPENSES

Claims for childcare expenses must be accompanied by a relevant VAT receipt and can not be for childcare offered by another family member.

4. CARE FOR ELDERLY RELATIVES

Claims for care expenses must be accompanied by a relevant VAT receipt and can not be for care offered by another family member.

Procedure for Claiming

In order to provide a clear audit trail, governors claiming allowances should complete a copy of the attached proforma, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor is required) and proof that expenditure has occurred.

All claims for expenses must be agreed by either the Chair of the Governing Body or the Chair of Resources before the costs are incurred.

Completed forms, signed by the Chair of the Governing Body or Chair of Resources should be forwarded to the School Business Manager who will arrange for payment by cheque.

If a governor is unsure about claiming for expenses, he or she should seek guidance from the Chair of the Resources Committee, who may in turn seek further guidance, should the need arise.

The Resources Committee agrees an annual budget to cover governors' expenses when the school sets its spending plan.

The School Business Manager allocates the expenditure to the relevant budget, and keeps a record together with completed claims proformas.

BEXTON PRIMARY SCHOOL GOVERNING BODY

GOVERNORS' EXPENSES CLAIM FORM

NAME: _____

I wish to claim £_____ (please insert amount claimed and tick appropriate boxes)

I CERTIFY THAT I ATTENDED A MEETING ON _____ (date) AT _____

_____ Chair of the Meeting/Course Tutor (please print name)

_____ Signature of Chair/Course Tutor

1. TRAVEL EXPENSES

Bus Ticket – please attach bus ticket

Mileage for car – please list mileage incurred and cc of vehicle

Mileage _____ cc of car _____

Taxi fare – please attach receipt

2. CLERICAL EXPENSES

Please attach a list of the items purchased and a receipt to this proforma

3. CHILDCARE EXPENSES

Please attach a list of the items purchased and a receipt to this proforma

4. EXPENSES FOR CARE OF ELDERLY RELATIVES

Please attach a list of the items purchased and a receipt to this proforma

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I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY

_____ Chair of Governing Body / Resources

_____ Date

I CERTIFY THAT I HAVE RECEIVED £_____ IN RESPECT OF GOVERNORS' EXPENSES

_____ Claiming Governor (please print name)

_____ Signature _____ Date