



Lings Primary School

**Governors' Expenses
Policy**

Date of Last Review: May 2017

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1 Introduction

The Education (Governors' Allowances) Regulations September/October 2003 make provision for 'payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty'.

The aim of this Policy is to ensure that a Governor (or on Governor who is co-opted onto the Governing Board) is not out of pocket when the School has received benefit from such outlay. The policy also reaffirms the Governing Body's commitment to ensuring equality of participation for all Governors.

2 Attendance

The Regulations specifically exclude the practice of attendance allowance for Governors.

3 Child care, dependants

Where a Governor does not have a spouse, partner or other responsible adult to care for children during a period of absence or there are extraordinary circumstances preventing child care in a family, when a Governor is attending meetings of the Governing Body, its committees or representing the School or Governing Body, claims for child care will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter. Cost for care of a dependent relative will apply in the same way as set out for child care.

In both cases, financial arrangements must be pre-approved by the Chair or vice Chair of Governors.

4 Special needs

Where the School or Governing Body does not provide facilities or equipment to enable a Governor to communicate or take part in the activities of the Governing Body, reasonable claims of costs will be entertained eg provision of a signer, audiotapes, Braille documentation or travel and subsistence for a person providing support.

Prior agreement must be reached with the Chair of Governors.

5 Governors whose first language is not English

Translation of documents or provision of an interpreter may be met in circumstances similar to those for a Governor with special needs.

6 Travel expenses, subsistence

Mileage may be claimed where the distance between the Governor's home and the School or other venue concerned with Governors' business exceeds five miles. The mileage rate adopted will be the same as for members of staff on School business. Necessary parking charges will be reimbursed.

The School is not responsible for any damage to vehicles incurred during Governors' business, nor will the School accept responsibility for any fine (parking, speeding etc.) incurred by a Governor on School business. Insurance and roadworthiness of vehicles used for School business are the personal responsibility of the Governors.

Overnight accommodation allowance may be claimed in the following circumstances:

- attendance at an event starts before 09.30h or ends after 19.30h and the event is more than 75miles from home or involves more than a two hour journey time.
- when the event and the travelling times total more than 12hours.
- the cost of the accommodation must be reasonable. Subsistence rates are reviewed each year and are currently set as follows.

| | |
|-----------|----------------|
| Hotel | £140 per night |
| Breakfast | £10 |
| Lunch | £15 |
| Dinner | £30 |

Prior agreement to overnight stays must be reached with the Chair or vice Chair of Governors.

7 Stationery etc.

Telephone, photocopying, stationery and printer ink costs etc. may be claimed by Chairs of the full Governing Body and sub-Committees and by any other Governor undertaking agreed tasks for the Governing Body, upon production of written records and receipts.

8 Expenses - general

Payments are retrospective only and will be made monthly, based on claims presented on the appropriate form: no claims will be entertained more than three months after incurring the expense. Payment of expenses is dependent on production of receipts.

All expenses must be pre-approved by the Chair of Governors or, in the case of Chair's expenses, by the vice Chair: their decision is final.

Confirmatory Signatures

Signed.....**Head Teacher**

Signed.....**Governor**

Approved on.....

To be reviewed on.....