

TITLE: GOVERNORS EXPENSES POLICY

MODEL POLICY STATEMENT

This **is not** a Local Authority model policy

Policy Owner:	Chair of Governors	Review period:	Annual
Last Review:	June 2015	Approving Committee:	Resources 24.06.2015
Next Review:	Summer Term 2016	Latest FGB adoption:	15.07.2015

IMPACT OF THIS POLICY

The impact on College targets of using this policy is as follows:

Maintaining Governing Body costs within budget

1. Introduction

The Education (Governors' Allowances) Regulations 2003 allow 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 non-Governor who is co-opted on to a Governing Body Committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the Governing Body's commitment to ensuring equality of participation for all Governors. Governors cannot be paid attendance allowances or for any loss of earnings.

2. Expenditure Categories

2.1 Child care or 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.

2.2 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.

2.3 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, as the case may be.

2.4 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.

2.5 Telephone charges, photocopying costs and stationery

These 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.

2.6 Travel and subsistence

Mileage up to a maximum of 200 miles may be claimed. The use of public transport (where available) is encouraged, 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 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 for both car and pedal cycle use will be reimbursed at current rates approved and in use by Devon County Council.

Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

3. Making a Claim

To reduce administration, unless substantial sums are involved, Governors are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims are to be submitted on the normal staff expense form (with all required fields completed including national insurance number) to the school's finance department, who will be responsible for obtain the necessary authorisation and subsequently processing the claim for payment. All such reimbursements will be made by cheque

Claims should be authorised by the Chair of the Governing Body.

4. Review of Rates

The Governing Body will review the policy and rates of reimbursement annually. They may not exceed those laid down by statutory regulation.