

Approved by Governors' Finance & Resources Committee on 25<sup>th</sup> January 2016

## **HARTFORD CHURCH OF ENGLAND HIGH SCHOOL**

### **POLICY FOR GOVERNORS' ALLOWANCES FOR EXPENSES**

**Approved by the Governing Body on 10 February 2005**

**Reviewed by Governors' Finance and Resources Committee on 25  
January 2016**

**Next review scheduled for Spring Term 2019**

## **Policy Statement on Governors' Allowances for Expenses**

### **Introduction**

This policy has due regard to the following legislation, including, but not limited to:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

This policy also has due regard to the following guidance:

- DfE Governors' Handbook 2015
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Under these regulations, schools may decide to provide payments to governors in order to cover costs for expenses paid whilst fulfilling their roles.

There are, however, restrictions on the circumstances under which governors can receive payments from the school. Governors must not receive any reimbursement for loss of earnings due to attendance at meetings or a payment allowance for attendance.

### **Aim**

To ensure that governors are reimbursed for legitimate expenditure they have incurred in connection with their governance duties.

### **Nature and rates of allowances**

Governors may be reimbursed for:

- Travel and subsistence  
When travelling to and from meetings at school, mileage allowance may be claimed and will be paid in line with the LA rates, where the distance between the governor's home and the school exceeds 3 miles. The first three miles (ie. Six miles return) of any journey between home and school may not be claimed. Governors travelling elsewhere on legitimate governance business may also claim mileage allowance payable in line with the LA rates; fares on public transport will be reimbursed on the basis of actual expenditure and on production of a valid receipt.
- Telephone charges, photocopying, stationery and postage  
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 the expenditure incurred. Claims will be limited to reimbursing the actual costs involved.
- Care arrangements for a child/children

Where a governor does not have a partner or other responsible adult to care for a child/children during a period of absence in which the governor is attending a meeting of the governing body, they may make a claim for reimbursement of the actual cost paid to a registered child-minder or babysitter.

- Care arrangements for an elderly or dependant relative

Costs may be refunded in similar circumstances to child care. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during their period of absence.

- Governors with a special need

Where the school or governing body does not provide facilities or equipment to enable a governor to communicate or otherwise take part in the activity in question, a claim may be made for reimbursement of any reasonable expense incurred e.g. audiotapes, provision of a signer, 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.

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

#### **Making a claim**

Governors are asked to claim in arrears. Claims should be made to David Nield, Business Manager, and authorised by the Headteacher, the Chair of Governors or Chair of Finance and Resources Committee. Receipts must be produced where possible. Payment of expenses which have already been met by the LA or other body are excluded from this policy.

#### **Additional information for governors**

- Governors are not required to pay tax on these allowances as long as only actual expenditure is reimbursed.
- Governor allowances are subject to audit.

**Appendix A – Claim form**

**This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g. child carer.**

**Section one**

<b>Name of governor:</b>		<b>Date:</b>
<b>Date of expenditure:</b>	<b>Details of expenditure:</b>	<b>Claim:</b>
<b>Total claim:</b>		<b>£</b>

**[To be completed once authorisation of the claim has been approved.]**

I certify that the above expenses are actual and necessary, and confirm that cash/cheque has been received.

<b>Signature of Governor:</b>		<b>Date:</b>
<b>Signature of Headteacher, Chair of Governors or Chair of Finance &amp; Resources Committee:</b>		<b>Date:</b>
<b>Reimbursed by (name):</b>		<b>Date:</b>

**Section two**

<b>Duty of service, e.g. childcare:</b>	
<b>Name:</b>	
<b>Amount received (£):</b>	
<b>Signature:</b>	
<b>Date:</b>	