

# Woodley Church of England (Controlled) Primary School



## Governors' Allowances and Expenses Policy

Responsibility of: Finance, Personnel and Facilities (FPF) Committee

Date of Policy: September 2016

Date of Review: September 2018

### 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 associate member is not owed money 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.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- **Child care or babysitting expenses**

Where a governor does not have a spouse, partner or other responsible adult to care for a child or children 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. Where possible a governor should arrange for another governor to represent them if possible. Written evidence of the actual cost paid should be obtained.

- **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. Written evidence of the actual cost paid should be obtained.

- **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. Written evidence of the actual cost paid should be obtained.

- **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. Written evidence of the actual cost paid should be obtained.

- **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 VAT receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- **Travel**

“Reasonable” mileage may be claimed where the distance between the governors’ home and the school exceeds 25 miles. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure (receipt required), 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 allowance will be reimbursed at the rate of 40p per mile.

- **Any Other Justifiable Expense**

Any other expenses not covered by the above should be supported by a VAT receipt or other written evidence.

- **Exclusions**

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

## **Claiming**

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 should be made to the school Finance Officer and authorised by the Head Teacher or Deputy Head Teacher. An Expenses Claim Form (refer to Appendix A) should be used and receipts/written evidence attached.

## ***Approved by Governing Body***

***Chair of Governors***

***Date***

***Head Teacher***

***Date***

## Appendix A

# Woodley C of E Primary School Expense Claim Form

NAME

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DATE \_\_\_\_\_

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**EVENT or  
REASON FOR CLAIM :**

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**DETAILS OF CLAIM :**

description	£
<p><i>please use reverse side if needed</i></p>	
<p><b>total amount claimed :</b></p>	<p><b>£</b></p>

**NUMBER OF RECEIPTS ATTACHED :**

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*\*Please can you obtain a VAT receipt for all items at all times.*

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**CHEQUE PAYABLE TO :**

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**SIGNATURE :**

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*to be completed Finance Officer*

**CHEQUE No :**

\_\_\_\_\_

DATE :

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**REFERENCE :**

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**AUTHORISED BY :**

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