



## Governor's Allowances

This policy statement has been developed in accordance with the Education (Governor's Allowances) (England) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school budget to governors for certain expenses which they incur in carrying out their duties.

Rownhams St. Johns Primary School Governing Body believes that paying governor's expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of the delegated budget. The specific items allowable reflect this objective.

All Governors will be entitled to claim the actual costs which they incur in attending meetings of the Governing Body, its committees or Hampshire Governor Services governor training sessions as follows:-

### Care arrangements:-

- 1 Childcare or babysitting expenses, where these are not provided by a relative or partner.
- 2 Cost of care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner.

### Travel:-

- 1 The cost of travel from their home or place of work (as appropriate) by the least expensive means possible. For this purpose, travel in a private car will be allowable at the current Inland Revenue Authorised Mileage Rate (maximum of 20 miles round trip in connections with any one meeting, except training sessions where the limit will be 80 miles round trip) to cover petrol costs only.
- 2 Taxi costs will be met *in extenuating circumstances* and only by prior approval of the governing body.

### Governors may also claim the following, on case-by-case basis and with the prior approval of the Governing Body:-

- 1 The extra cost they incur in performing their duties either because they have special needs or because English is not their first language;
- 2 Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from Hampshire County Council or any other source.

### Rates at which allowances are paid are as follows:-

- 1 Care Arrangement: Actual cost incurred, up to a maximum of £10.00 per hour.
- 2 Travel: For public transport, actual cost incurred at standard class fares.
- 3 For vehicle use, if public transport is not reasonable, in accordance with the Inland Revenue Authorised Mileage Rate. See <http://www.hmrc.gov.uk/rates/travel.htm> for up to date rates,
- 4 The use of taxis is discouraged, but if necessary, reimbursement will be for the actual cost incurred.

It should be noted that allowances for taxis are recommended for extenuating circumstances only where the regular transport is not available.

Governors wishing to make claims under these arrangements should complete a claims form Receipts must be supplied to support claims for reimbursement.

All claims must be submitted by the end of the term in which they were incurred.

## **Approval of Payment**

Claims will be submitted for approval to the Chair of Governors and payment arranged. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. The expense of the Chair of Governors will be submitted for approval to the Chair of the Resources Committee.

## **Accountability**

The total amount of governors' expenses paid during each financial year will be disclosed in the minutes of the final FGB meeting of each academic year.

Agreed by Full Governing Body – March 2018

Signed .....

*Chair of Governors*



# Governors' Expense Claim Form

Name of Governor: \_\_\_\_\_

Term for which claim submitted (e.g. Summer 2018) \_\_\_\_\_

## Care Arrangement

Date	Meeting / Course	Name of Carer	Hours	Rate	Total Claim (£)

## Travel

Date	Meeting / Course	Method of Travel	Hours	Rate	Total Claim (£)

I would like to claim reimbursement for the above amounts. I have attached supporting receipts for all expenses claimed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved (Chair of Governors): \_\_\_\_\_

Office use:

Date paid .....

Amount paid .....

Cheque number .....