

# BUCKLEBURY CHURCH OF ENGLAND PRIMARY SCHOOL



## Governor Allowances Policy

### Purpose and Background

The purpose of this policy is to allow governors to be reimbursed for normal costs that may be incurred whilst fulfilling their roles. It is recognised that to be an effective governor there will be some cost, such as travel to meetings and to training, and this policy provides the detail as to what allowances are covered, and how they may be reimbursed, so that governors are not 'out of pocket'.

### Policy Objectives

The objective is that all governors claim correct allowances that they are entitled to, thereby avoiding stigmatising those governors who wish to claim but would otherwise feel inhibited from doing so.

### Practice and Procedures

1. Governors and Associates may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body:
2. Governors may not claim for actual or potential loss of earnings or income.
3. All governors and associate members are eligible to claim allowances in accordance with this scheme.

### Eligible Expenses

4. Categories of eligible expenditure are as follows:
  - Care arrangements: Child care or babysitting expenses, where these are not provided by a relative or partner, or former partner;  
Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner or former partner;
  - Telephone calls and postage
  - Travel
  - Subsistence

### Allowance Rates

5. Rates at which allowances are payable are as follows:  
Care Arrangements: Actual costs incurred, up to a maximum of £5\* per hour  
Telephone Calls and Postage: Actual costs incurred.

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**Travel Rates:** In accordance with the Inland Revenue Authorised Mileage Rate, which is 40p\* per mile for cars and vans (plus 5p\* per mile per additional passenger) and 24p\* mile for motorcycles.

For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. Journeys by taxi are not covered by this policy.

**Subsistence:** If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

### Criteria for Claims

6. All claims must be submitted to the head teacher on the attached form within one month of the expenditure being incurred (except for telephone calls).
7. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, till receipt.
8. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

### Financial Systems

9. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

### Scrutiny and Auditing

10. Claims may be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

[\*] The Governing Body may vary these rates to meet their particular circumstances. The rates must be agreed at a full governing body meeting.

### Associated Policies

None

### Management of policy

**School:** This policy is implemented and managed by the Headteacher with reference to the Senior Leadership Team (SLT) as necessary.

**Governing Body:** The committee responsible for the school's Finance reviews this policy on a five year basis and recommends amendments to the Governing Body for final decision.

**Approval:** *Approved by the Governing Body 13<sup>th</sup> July 2015*

**Next review due:** *March 2020 by Governors with a Finance responsibility*