



**WOOD END
INFANT SCHOOL**

Statutory Policy

*Governor Allowances & Expenses
Policy*

Committee with oversight for this policy – Resources	
Policy to be signed off by the Full Governing Body	
Policy last reviewed by the Resources Committee	26/02/2018
Policy last ratified and adopted by Full Governing Body	12/03/2018
Policy / Document due for review	March 2019

Matt Jeatt
Chair of Governors
12/03/2018

Wood End Infant School

Governor Allowances & Expenses Policy

Scope & Applicability

The School Governance (Roles, Procedures and Allowances (England) Regulations 2013) applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors or associate members when carrying out their duties.

The Governing Body acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

Any claim for expenses has to be met from the school's delegated budget. The Governing Body of Wood End Infants believes that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as Governors to all members of the community.

This policy applies equally to all categories of Governor.

Types of allowable expenses

Examples of where a claim may be made for incurred expenses include the following:

Child care or babysitting

- Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events.
- Appropriate proof of payment should be submitted.
- This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

Care arrangements for an elderly or dependent relative

- Costs may be claimed for situations similar to those for child care.

Telephone charges, photocopying, stationery, etc

- Where a Governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made.
- Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

Travel and subsistence

- Only in the event that a Governor is travelling outside of the London Borough of Ealing on school business should a claim be made.
- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.

- Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
- Mileage claims will be reimbursed at the level of the rates published by HM Revenue & Customs.
- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

Special Needs

Any extra costs incurred by governors in carrying out their duties because they have special needs.

Other

This list is not exhaustive and the Governing Body agrees to reimburse other justifiable expenses.

Making a claim

Claims should be submitted within 3 months of the date of travel/purchase, using the schools governor expenses form (see appendix 1 attached) and signed by the claimant. Forms must be authorised by the Headteacher and submitted to the school office for payment. Payment will be made by cheque payable to the governor concerned and posted to their home address.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.

Review

The policy and amounts payable will be reviewed on an annual basis.



WOOD END INFANT SCHOOL

GOVERNORS EXPENSES CLAIM FORM

This form should be used to recover any out-of-pocket expenses incurred whilst carrying out your duties as a governor of Wood End Infants. Expenses must be submitted within 3 months.

Please note that payments cannot be made without a receipt. Any mileage claims need to be accompanied by a petrol receipt.

Name: _____

Address: _____

I certify that I have incurred these expenses for the purpose of the school.

Signed: _____ Date: _____

Date	Description/Reason for claim	Amount £	Receipt attached
Total Expenses Claimed			

Approved by: _____ Date: _____

Headteacher