

# St Mary's Catholic Primary School

## Governors' Allowances Sept 2020

### 1. Purpose

The purpose of this policy is to set out a framework for governors to claim for reasonable expenses in the exercise of their duties. The Education (Governors' Allowances) Regulations, that came into force on 1 September 2003, replacing the Education (Governors' Allowances) Regulations 1999, and made under sections 19 (3) and 210 (7) of the Education Act 2002 permits the Governing Body to pay governors such expenses from the school budget.

This policy is to be reviewed annually by the appropriate (usually Finance) Committee at the first meeting of the financial year – in the summer term.

### 2. Who was consulted?

Members of the Governing Body considered a draft outline of this paper before agreeing to the provisions contained within it.

### 3. Relationship to other policies

One of the key responsibilities of the Governing Body is to determine the direction in which they school should develop. In effect, governors are required to construct new policies and bring extant ones up to date. In carrying out this function, it is not unusual for governors, who work in a voluntary capacity, to receive reasonable expenses.

### 4. Expenses governors may claim

The following expenses may be claimed by governors.

#### a. Travel

- (i) Claims may be made by governors to cover the cost of travel by public transport. They should provide the appropriate bus, tube and train tickets.

(ii) Physically disabled governors may claim by travel by taxi. Receipts must be produced for the governors to be reimbursed.

(iii) Mileage may be claimed for the use of private cars at the following rate, which does not exceed those set out by the Inland Revenue.

- For a car or van, 40p a mile.
- For a motorcycle, 24p a mile.
- For a bicycle, 20p a mile.

The maximum that may be paid for travel per governors' event will be £20.00

| TYPE OF VEHICLE | FIRST 10,000 MILES | ABOVE 10,000 MILES |
|-----------------|--------------------|--------------------|
| Cars and vans   | 45p                | 25p                |
| Motorcycles     | 24p                | 24p                |
| Bikes           | 20p                | 20p                |

**Based on latest recommended figures from HMRC**

b. Care for relatives

(i) Child care expenses will be paid at the rate of £7.00 an hour.

(ii) Care for an elderly or disabled relative will be paid at the rate of £7.00 an hour.

## 5. What expenses may not be paid

The regulations specifically proscribe governors from claiming attendance allowances for meetings or for loss of earnings.

## 6. How should claims be made?

a. Governors (including the Chair and Vice Chair) should submit their claims on the appropriate form (see Annex) to the Headteacher and, where possible, receipts should be attached to these claims. The Headteacher will ratify such claims. Where a claim

is subject to question, the Headteacher should refer it back to the governor who has made it.

- b. In the event of a dispute, the decision of the Chair is final. Where the Chair makes the claim, the Vice Chair's word will be final.
- c. Where the Headteacher makes a claim, the Chair of Governors will ratify it. In the event of a dispute arising from the Chair and the Headteacher about the veracity of a claim, the Vice Chair of Governors' judgement will be sought and her/his decision will be final.

## **7. Other Expenses**

The Governing Body sets aside a small budget annually to provide governors' refreshments when they arrive at meetings of the Governing Body and its Committees or go on training events.

## **8. Availability of Policy**

All existing governors (and new governors at their first meeting) will be given a copy of this policy.

## **9. Evaluation**

Once, annually, during the Summer Term, this policy will be reviewed, in particular the rates for paying the expenses – by the appropriate (usually Finance) Committee.

## Appendix 1: governor claim form – St Mary’s Catholic Primary School

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

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

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

| EXPENSE TYPE   | £ |
|--|---|
| Childcare  |   |
| Care arrangements for dependent relatives                  |   |
| Support for a special need or English as a second language |   |
| Travel or subsistence                                      |   |
| Telephone charges, photocopying, postage or stationery     |   |
| Other (please specify)                                     |   |
| <b>Total expenses claimed</b>                              |   |

This form should be submitted to [name of individual and, where appropriate, postal address] along with any relevant receipts.

The form should be submitted within [number of days/weeks] of the expenses being incurred.

