**Where Learning is Fun!**

**CULCHETH COMMUNITY PRIMARY SCHOOL**

**Where Learning is Fun!**

**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. Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed Governors would not be liable for tax.

The Governing Body of Culcheth Primary School 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

 **Governors**

The aim of this policy is to ensure that a governor (or non-governor who is an associate member of the governing body), is not out of pocket 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/ren during a period of absence, in which that governor attends meetings of the governing body, its committees, approved governor training/conferences or is 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.

 **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.

 **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.

 **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.

**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**

Mileage may be claimed where the distance between the governors’ home and the School or other venue which governors are required to attend on business related to the work of the governing body (e.g. meetings, approved training courses/conferences, visits to other providers, etc.) exceeds 10 miles. Where several governors attend the same meeting or event they are encouraged to share transport so as to minimise costs. Where necessary, the cost of parking to enable attendance of business away from the School site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle 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 rates published by HM Revenue and Customs (see appendix A). Payments of expenses where these have been, or are already met by the LEA or other body are excluded from this policy.

**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**

To minimise administrative burden for the school, Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be submitted on the appropriate claim form ( petty cash claim form for governors attached at end of policy) and should be authorised by either the Chair of Finance Committee or Head teacher and submitted to the school office for payment.

 **Review**

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

**APPENDIX A**

**CULCHETH PRIMARY SCHOOL**

EXPENSES CLAIM FORM (for Governors) PART 1

**Name of Governor: …………………..……………………………………**

Note: If your claim includes payment to another person (e.g. babysitter) then you must get them to complete the information in Part 2 or your claim may be rejected.

|  |  |  |
| --- | --- | --- |
| Date | Details of Expenditure | Claim(£) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Claim |  |  |

I certify that I have actually and necessarily incurred the expenses claimed for above and confirm that CASH has been received.

Signature (Governor)…………………………………………… Date…………………

Headteacher/Chair of Finance Committee

……………………………………………………………………..Date………………….

Reimbursed……………………………………………………….Date………………….

Culcheth Primary School

EXPENSES CLAIM FORM (for governors) PART 2

**Part 2 only to be completed when payment made to another person**

Amount received £………………………………

Name (in block capitals)……………………………………………………………

Signature…………………………………………………………..

Date………………………………….