



The Queen's Church of England Primary School

Encouraging every child to reach their full potential, nurtured and supported in a Christian community which lives by the values of Love, Compassion and Respect.

THE QUEEN'S SCHOOL Governor's Expenses Policy

Agreed by: Finance Committee
Date: June 2019
Review Cycle: 4 Years
Next Review Date: June 2023

All the Queen's School policies should be read in conjunction with the Equality Policy.

If you require a copy of this document in large print, braille, audio format or paper, please contact the School Office.

POLICY STATEMENT ON GOVERNORS' ALLOWANCES AND EXPENSES

Introduction:

The Education (Governors' Allowances) Regulations 2003 allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty".

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing board committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing boards commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings, but can claim for legitimate expenses incurred in carrying out their duties. Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

Child care or baby sitting 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 board, its committees or in otherwise representing the school or governing board; 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 board 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 costs and stationery

May be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved where they are deemed reasonable

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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 board (e.g. meetings, training courses, visits to other providers, etc.) exceeds 3 miles. If a private car is used a log should be kept of the distance covered and the purpose of the journey. A mileage allowance will be reimbursed at the Inland Revenue mileage allowance of (45p) per mile. 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.

An allowance of (45p) per mile may be claimed for use of a pedal cycle. Payments of expenses where these have been, or are already met by the LEA or other body are excluded from this policy.

Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question. Claims should be made to the School Business Manager, and authorised by the Chair of Governors or Chair of Finance Committee.

The governing board will review the policy every 4 years or when is deemed necessary in order to accommodate specific circumstances. Full Governing Board Approval will be sought for specific amendments.