

West Exmoor Federation



West Exmoor Federation Governors' Allowances (Expenses) Policy

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 committee 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.

The governing body notes that governors cannot be paid attendance allowances or reimbursed for any loss of earnings.

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 body, its committees 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.

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 a special need.

Telephone charges, photocopying costs and stationery

These may be reimbursed where the governor is unable to use the facilities of the school in carrying out any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt (where possible) relating to any expenditure incurred. Claims will be limited to reimbursing the actual costs involved.

Travel and subsistence

Mileage up to a maximum of 15 miles may be claimed where the distance

between the governors' home and the school exceeds 3 miles. 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 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 rate of 40p pence per mile. An allowance of 20p 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 administrative assistants and authorised by Chair of Governors, Vice Chair of Governors.

The governing body agreed this policy on 27th February 2007.

The governing body will review the policy annually.

Reviewed September 2009