



Golborne
HIGH SCHOOL

GOVERNOR EXPENSES POLICY

Adopted by Governing Body: 22nd November 2017
Reviewed and re-adopted: 21st November 2018

POLICY FOR PAYING GOVERNORS' ALLOWANCES

Golborne High School

1. INTRODUCTION

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies the discretion to pay allowances, from the school's annual budget allocation, to governors for certain allowances which they incur in carrying out their approved duties.

The scheme will apply equally to all governors, but it is open to any individual to choose whether or not to claim.

The Governing Body believes that paying governors allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

2. ALLOWABLE EXPENSES

The following list provides details of approved duties for which allowances can be claimed under this policy:-

- Properly convened full Governing Body meetings,
- Properly convened Committee meetings of the Governing Body,
- Other duties designated by the Governing Body, eg acting as a member of a panel approved by the Governing Body (eg interviews, working groups, etc.)
- Governors' formal and casual visits to school will not qualify.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their approved duties, as a Governor or Associate Member of this school and with the prior approval of the Governing Body. These include:

- Childcare or baby sitting expenses, where these are not provided by a relative or partner;
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The cost of travel relating only to travel to meetings/training courses.
- Travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable expenses.

Governors may not claim for actual or potential loss of earnings or income.

3. ALLOWANCE RATES

Rates at which allowances are payable are included in the table below. The Governing Body will pay up to a maximum of £100.00 in allowances per Governor per financial year.

Category of Allowance	Allowance Limits
Care Arrangements	Actual costs incurred, up to a maximum of £10.00 per hour.
Travel Rates (Private vehicle) <i>Only payable where the distance between the governor's home and the venue is greater than 5 miles to a maximum of 20 miles.</i>	In accordance with the HMRC Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p per mile for motorcycles.
Travel Rates (Public Transport) <i>Only payable where the distance between the governor's home and the venue is greater than 5 miles to a maximum of 20 miles.</i>	Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £10.00 per journey.
Subsistence	If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.
Telephone Calls and Postage	Actual costs incurred.
Other special needs (eg for translation of documents where English is not the first language)	Actual costs incurred.

4. MAKING A CLAIM

- All claims must be submitted to the Head teacher on the standard claim form available from the Clerk to the Governing Body. Unless substantial sums are involved, claims should be made termly in arrears.
- Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

5. FINANCIAL SYSTEMS

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.