



# Chandlers Field Primary School

## Governor Allowances

Date of policy: Autumn Term 2017  
Date for review: Autumn Term 2020  
Policy written by: The Head Teacher  
Policy approved by: The Governing Board

### 1 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 Body committee), 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:

### 2 CHILDCARE 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 or in 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.

### 3 CARE ARRANGEMENTS FOR ELDERLY OR DEPENDANT

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.

### 4 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.

### 5 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.

### 6 TELEPHONE CHARGES, PHOTOCOPYING COSTS AND STATIONERY

These costs 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.

## **7 TRAVEL AND SUBSISTENCE**

Mileage may be claimed where the distance between the governor's 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, training courses, visits to other providers, etc.) exceeds 3 miles. 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 is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel upon receipt of ticket or receipt. 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 per mile rates set down by Surrey County Council – [www.surreycc.gov.uk](http://www.surreycc.gov.uk) - currently 45p for cars, 24p for motorcycles and 20p for bicycle per mile.

Payments of expenses where these have been, or are already met by the LEA or other body are excluded from this policy.

## **8 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 Resources Committee.

## Appendix 1: Governor Claim Form

**Chandlers Field Primary School**

**Governor claim form**

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: \_\_\_\_\_

<b>Expense type</b>	<b>£</b>
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 Laura Walsh School Business Manager along with any relevant receipts.

The form should be submitted within one month of the expenses being incurred.

## Appendix 2: Approved Mileage Rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p