

MODEL POLICY ON PAYING GOVERNORS' ALLOWANCES

Foreword

Governors give their time generously for the benefit of the school. So that every Governor (including Associate Members) is able to play his or her full part on the Governing Body, the following policy on paying Governors' allowances has been formally agreed.

The policy also takes into account external governors who may act as representatives of the school by sitting on a Joint Committee.

Key Features of this Policy

- Governors are required to be mindful that allowances can only be claimed for legitimate expenditure necessarily incurred in fulfilling their duties.
- Governors **cannot** claim an allowance for attendance at meetings.
- Governors **cannot** claim expenses for loss of earnings.
- Governors (including Associate Members and any external Governors who act as representatives of the school by sitting on a Joint Committee) may be reimbursed for expenses, including childcare costs, incurred whilst attending Governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:
 1. Governors can only claim expense for the actual cost incurred (the cost must have been incurred by the Governor before it can be reimbursed). Claims will only be considered if expenditure is verified (i.e. a receipt).
 2. It is the responsibility of Governors to decide for themselves whether or not to claim.
 3. The method of claiming expenses should ensure that Governors are able to claim without embarrassment.
 4. Existing Governors (and new Governors at their first meeting) should be given a copy of this policy. The policy will also be made available on request to any prospective Governor.
 5. The policy should be reviewed annually by the Resources Committee and any changes agreed by the full Governing Body.

Allowable Expenses

The Governing Body has agreed that expenses can (but do not have to be) claimed for:

1. Travel
2. Childcare or Dependent Relative Care
3. Clerical

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www.wakefield.gov.uk

1. TRAVEL EXPENSES

Public Transport – reimbursement of fare upon production of ticket; rail travel should be by second class and every effort should be made to use fares which offer best value.

Car – Her Majesty's Revenue and Customs' Approved Mileage Rate (a) should be applied.

Taxi – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a Governor.

2. CHILDCARE OR DEPENDENT RELATIVE CARE EXPENSES

In order to comply with safeguarding and tax requirements, expenses for childcare or care of dependent relatives can only be paid in respect of care provided by officially registered carers. The registered carer should be asked to sign to confirm they have been paid if a receipt is not provided.

Reimbursement **cannot** be made for informal arrangements with family members.

3. CLERICAL EXPENSES (stamps, envelopes, photocopying etc)

As required to cover the cost of unavoidable clerical expenses incurred carrying out Governors' duties but subject to proof of purchase (e.g. till receipt). Governors should always make every effort to use the school's resources, where possible. If school resources could have been used, reimbursement may be withheld.

Procedure for Claiming

If a Governor is unsure about claiming for expenses, he or she should seek guidance from the Chair of Governors or Headteacher/Principal, who may in turn seek further guidance, should the need arise.

In order to provide a clear audit trail, Governors claiming allowances should complete the agreed form (copy attached), providing proof of the expenditure incurred.

Claim forms should be completed and returned to the school, by the end of the term when the allowances were incurred, for approval by the Chair of Governors. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. The expenses of the Chair of Governors will be approved by the Vice-Chair.

The Headteacher/Principal or Finance Officer should allocate the expenditure to the relevant budget and keep a record together with completed claim forms.

GOVERNORS' ALLOWANCES CLAIM FORM

GOVERNING BODY OF _____

Name: _____

Term for which claim submitted (i.e. Autumn 2012): _____

TRAVEL

Date	Meeting/Course	Method of Travel	Journey: From, place visited, final destination	Miles	Claim (£)

CHILDCARE OR DEPENDENT RELATIVE CARE

Date	Meeting/Course	Name of Carer	Signature of carer to confirm payment received (if no receipt)	Claim (£)

CLERICAL

Item Purchased	Reason	Cost (£)	Claim (£)

I would like to claim reimbursement for the above amounts. I have attached supporting receipts/evidence for all expenses claimed.

Signed: _____ Date: _____

Approved (Chair of Governors/Vice-Chair): _____

For school/academy use:

Date paid: _____

Amount paid: _____

Cash Cheque Cheque No: _____ Other: _____