

BOURNE PRIMARY SCHOOL

GOVERNORS' ALLOWANCES POLICY

1 Scope & Application

- 1.1 The School Governance (Roles, Procedures and Allowances (England) Regulations 2013 applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors or associate members when carrying out their duties.
- 1.2 The Governing Body acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.
- 1.3 Any claim for expenses has to be met from the school's delegated budget. Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed Governors would not be liable for tax.
- 1.4 The Governing Body of Bourne School believes that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as Governors to all members of the community.
- 1.5 This policy applies equally to all categories of Governor.

2 Allowable Expenses

- 2.1 Examples of where a claim may be made for incurred expenses include the following:
 - 2.1.1 Child care or babysitting
 - Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training event
 - Appropriate proof of payment should be submitted.
 - 2.1.2 Care arrangements for an elderly or dependent relative
 - Costs may be claimed for situations similar to those for child care.
 - 2.1.3 Telephone charges, photocopying, stationery, etc
 - Where a Governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made.
 - Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.
 - 2.1.4 Travel and subsistence
 - Only in the event that a Governor is travelling outside of East Sussex on school business should a claim be made.
 - Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.
 - Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
 - Mileage claims will be reimbursed at the level of the rates published by HM Revenue

& Customs.

- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt

2.1.5 Special Needs

- Any extra costs incurred by governors in carrying out their duties because they have special needs.

2.1.6 Other

- This list is not exhaustive and the Governing Body agrees to reimburse other justifiable expenses.

3 Making a claim

- 3.1 To minimise administrative burden for the school, Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.
- 3.2 Claims should be submitted on the appropriate claim form (petty cash claim form for Governors attached at end of policy) and should be authorised by either the Chair of Finance Committee or Headteacher and submitted to the school office for payment.
- 3.3 All claims will be reimbursed by cheque.
- 3.4 Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.

4 Review

- 4.1 It is the responsibility of the Shadow Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Chair and the Finance Governor on a day-to-day basis
- 4.2 The policy and amounts payable will be reviewed on an annual basis.



GOVERNOR EXPENSES CLAIM FORM

Name:	Governor Role:
Address	Date:
Post Code	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: _____

		£
2.1.1	Child care/Babysitting expenses	
2.1.2	Care arrangements for an elderly or dependent relative	
2.1.3	Telephone Charges, photocopying, stationery, postage, etc	
2.1.4	Travel to meetings/training courses	
	Travel/subsistence to national meetings or training events	
2.1.5	Support for governors with special needs	
2.1.6	Other (please specify)	
	TOTAL EXPENSES CLAIMED	

This form should be submitted to:

School Office (c/o Mrs S. Thompson)
 Bourne Primary School
 Melbourne Road
 Eastbourne
 BN22 8BD

tel: 01323 724729

fax: 01323 411638

email: finance@bourne.e-sussex.sch.uk