



Shefford Lower School

Governors' Allowances and Expenses Policy

Introduction

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations 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 duties. Shefford Lower School 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.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body: (approval for NLG expenses and what will be claimed could be taken to governors for their prior approval – not intended that each claim made for such a project would need prior approval)

Childcare

Claims will be considered where a governor does not have a spouse, partner or other responsible adult available to care or a child/children while that governor attends meetings of the governing body, its committees or essential training. Claims will be limited to reimbursing the actual cost paid to a registered child minder or baby sitter up to the maximum of £6 per hour. This excludes payments to a current/former spouse or partner.

Care arrangements for an elderly or dependent relative

Costs of care arrangements for an elderly or dependent relative 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 his/her absence. This excludes payments to a current/former spouse or partner.

Governors with special requirements or whose first language is not English

Where the school or governing body does not provide facilities or equipment to enable a governor to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing to the cost of, for example, provision of a signer, audiotapes, Braille documentation, the translation of documents, the provision of an interpreter. Such cases will be considered on an individual basis as they arise.

Travel

Claims or travel will be considered for journeys exceeding 20 miles. (Do we need a minimum limit or not) Governors are encouraged to share cars whenever possible and make use of public transport where available, using the cheapest available option. Payment or use of public transport will be made on production of a receipt and for private vehicle use will be paid on a petrol only basis at the prevailing Central Bedfordshire Council rate for training (at March 2013 13.7p/mile).

Subsistence

Subsistence allowances will not normally be made. However, where the governing body agree subsistence can be paid it will be at the rate paid to Central Bedfordshire Council employees. Details of current rates available from the School Business Manager.

Telephone charges, photocopying, stationery, postage etc

Such expenses will not usually be paid as governors are expected to use the facilities of the school in the performance of any duty on behalf of the governing body. Claims will be considered in exceptional circumstances but expenditure should be discussed in advance by the Chair or if relating to the Chair, the Vice Chair.

Attendance Allowance and Loss of Earnings

Under the 2003 Regulations, governors cannot be paid attendance allowance or reimbursed for loss of earnings.

Claims

Claims should be made using the attached form. The Chair of Governors, or, in the case of claims by the Chair, the Vice Chair are required to authorise payment. All claims, except for mileage, should be accompanied by written, dated receipts. Completed claim forms to be given to the School Business Manager for payment from the School's Business Account by cheque.

Budget

A budget for Governors' expenses will be agreed as part of the usual budget setting process. The budget will be capped at the agreed level and not further claims will be paid once the limit has been reached. Where the school receives special grants, e.g. National Leaders of Governance, claims will be allocated a separate budget code and records kept separately

Accountability

The School Business Manager will keep a record of claims and payments made and report on the operation of the Allowance Scheme as part of their termly financial report to governors.

Claims will be subject to independent audit and may be investigated by the Chair of Governors or Vice Chair if they appear excessive or inconsistent.

This policy will be reviewed annually.

Date reviewed:	March 2013	
Approved by:	Craig Smith	
Next review Due:	March 2014	



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Name: _____

Reason for claim:

Date	Details	Cost
	<p>Travel:</p> <p><i>Details of journey:</i></p> <p>From:To:</p> <p><u>Public Transport:</u> Please give details and attach a receipt</p> <p><u>Private vehicles:</u></p> <p>Total miles travelled:</p> <p>Less 20 miles:</p> <p>Total miles claimed at 13.7p/mile</p>	
	<p>Childcare/care for dependant relative.</p> <p>(Attach dated and signed receipts)</p> <p>Hours:</p>	
	<p>Other:</p> <p>Details of claim:</p>	
Total Claim		£

Signature of Claimant: _____ Date: _____

Authorised by Chair/Vice Chair: _____ Date: _____

UNDER REVIEW