

Governor Allowances and Expenses Policy

Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow governing bodies of maintained schools, who have a delegated budget, to decide whether they wish to pay expenses to governors and associate members of the governing body, in order to reimburse any expenses they have incurred when serving as a governor. The aim of this policy is to ensure that a governor or associate member is not out of pocket where the school has derived benefit from such outlay. The policy also reaffirms the Governing Body's (GB) commitment to ensuring equality of participation for all governors.

Allowances and expenses necessarily incurred for which a claim may be made could include the following:

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 or its committees or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered childminder or the cost of a babysitter.

Care arrangements for an elderly or dependent relative

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.

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 the support as the case may be.

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.

Travel

The mileage rate used should not exceed the Revenues and Customs approved rates.

Stationery/Printer Ink

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Governors may have to print out documents and assistance could be offered with the associated costs.

Suggested claiming procedures

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 supported by relevant invoices or receipts. Claims could be made to the school administrative officer, and authorised by the Chair.

The GB will review the policy annually as part of the Governing Body Handbook.