

Policy Title:	Governors' Expenses Policy	
Date of Issue:	Autumn Term 2020	
Date of Review:	Autumn Term 2022	
Author & Role	County Model Policy Adopted	
Ratified by:	Governors Policy Committee	
Date:	19.11.2020	
Policy Committee Responsibility:	Chair W Blundell	Vice Chair H McCann
Outcome:	This Policy: Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the governing body and its committees, undertaking governor development and otherwise acting on behalf of the governing body in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Part 6.	
Cross Reference:	Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the governing body and its committees, undertaking governor development and otherwise acting on behalf of the governing body in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Part 6.	

EQUALITY AND DIVERSITY STATEMENT

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

MODEL SCHEME FOR PAYING GOVERNORS' ALLOWANCES

1. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the governing body and its committees, undertaking governor development and otherwise acting on behalf of the governing body in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Part 6.
2. Governors cannot be paid attendance allowance or for any loss of earnings.
3. All governors and associate members are eligible to claim allowances in accordance with this scheme.
4. All such payments will be paid from the school's delegated budget, and therefore subject to the same budgetary control, authorisation, and audit arrangements as other items of official expenditure.

Eligible Expenses

5. Categories of eligible expenditure are as follows:

- Care arrangements:

Childcare or babysitting expenses, where these are not provided by a relative or partner; Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner.

- Telephone calls and postage.
- Travel.
- Subsistence.

Allowance Rates/Reimbursement

6. Rates at which allowances/reimbursements are payable are as follows:

Care Arrangements: Actual costs incurred, up to a maximum of **£5* per hour** for the care of a child (under 14 years) or an elderly or dependent relative requiring full time care. For the purposes of this policy, a carer is identified as anyone other than an existing or former spouse or partner, a responsible person who normally lives in the family home.

Travel Rates: Where the return journey from home to school by the shortest practicable route exceeds **15* miles** travelling

expenses for the excess mileage will be payable at the approved teachers' mileage rate determined by the LA.

If travel is undertaken by means of public transport, actual expenditure will be reimbursed. However, where more than one class of fare is available, the rate shall be limited to standard-class fares.

Subsistence: Under normal circumstances no expenses will be provided for subsistence. However, if additional expenses are incurred because work as a governor requires taking meals (ie breakfast, lunch or dinner) away from school reimbursement will be made for the food/drink items bought on the day claimed up to a maximum of £10*.

Criteria for Claims

7. All claims must be authorised by the chair or headteacher and submitted to school by the end of each term. Claims for travel and subsistence expenses outstanding for more than six months will not be accepted.
8. Receipts/Invoices must be supplied to support claims for reimbursement.
9. In the case of telephone calls, an itemised phone bill should be provided identifying the relevant calls.

Financial Systems

10. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

[*] The governing body may vary these rates to meet their particular circumstances. The rates must be agreed at a full governing body meeting.

Astley Park School