

Governors Allowances Policy

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Introduction

At Briarwood School, we are dedicated to good practice and ensuring quality through school processes.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow governing boards of maintained schools, who have a delegated budget, to decide whether they wish to reimburse governors and associate members appointed by the governing board, for any expenses, eg travel and childcare costs, they have incurred when serving on the board. This policy has been created with the aim of ensuring all governors receive reimbursements for any expenses where the school has benefitted from the individual attending their duty.

The school believes reimbursing payment to governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

Any claim for expenses has to be met from the school's delegated budget.

Rationale

There is no general requirement for governors to claim expenses in connection with their duties but individual governors should not be deterred from playing their full part in the governance of the school due to incidental expenses.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- DFE (2020) 'Governance Handbook'

2. Roles and Responsibilities

The chair of governors and executive headteacher will be responsible for authorising reimbursements in line with the conditions outlined in this policy and with due regard for all relevant statutory guidance.

Governors will be responsible for:

- Only making claims for reimbursements in line with the conditions outlined in this policy.
- Following the procedure outlined in this policy when making a reimbursement claim.

3. Governors' Allowances

Under the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended), schools may decide to reimburse governors and associate members appointed by the governing board, in order to cover costs for evidenced expenses paid whilst fulfilling their roles. There are, however, restrictions on the circumstances under which governors can claim from the school. Governors must not claim for any reimbursement for loss earnings due to attendance at meetings, or a payment allowance for attendance.

The circumstances in which governors may make a claim will be agreed by the Chair of Governors in advance, but must only be for expenditure necessarily incurred to enable the person to perform any governance duty. Reimbursements will be authorised by the Executive Headteacher or the Chair of Governors following submission of a claim form evidenced with receipts. Any payments to governors will only be authorised if the chair of governors has deemed the circumstances to be beneficial to the school and relevant to their role on the board.

Any car travel expenses will be returned at a rate not exceeding the HMRC approved mileage rates. Other approved expenses will only be granted upon provision of a receipt and only the amount shown on the receipt.

4. Paying Allowances

Governors will be able to claim expenses in the following circumstances in the following instances, on a case by case basis and with prior approval from the chair of governors:

Child care or babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the Governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

Care arrangements for an elderly or dependent relative

Costs may be claimed for situations similar to those for child care.

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.

Equipment

Support for Governors with special educational needs (e.g. audio equipment) to a maximum of £500 per annum.

EAL Services

Support for Governors whose first language is not English (translations) to a maximum of £500 per annum.

Travel (no subsistence will be considered)

Mileage may be claimed for the purpose of attendance at meetings of the Governing Body or its committees or other agreed activities. Mileage claims may be made for travel between the Governor's household and the school, or meeting venue. Claims will be reimbursed at the rate of 45p per mile (this must not exceed the maximum level of the rates published by the Inland Revenue for travel and subsistence). **All claims for mileage must be accompanied by a VAT receipt for fuel.** This receipt must be dated prior to the date of the first claim. The receipt must show it was for fuel, have the date, name of the supplier and total price paid. Receipts must be for sufficient fuel to cover all the miles claimed. Any claim not accompanied by a fuel VAT will be reduced by the VAT element.

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.

The cost of parking for pre-agreed Governor business away from the school, where necessary, will be refunded only on production of a valid, dated receipt.

Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.

5. Making a claim

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims, including receipts, should be authorised by (the Chair/Vice Chair of Governors) and should be submitted to the HR Officer for payment. Briarwood School does not operate a Petty Cash system therefore Governors would have to submit claims as 'off payroll workers' and be reimbursed via the payroll process.

The policy and amounts payable will be reviewed on an annual basis.

All claims must be submitted using the form in Appendix A

6. Conclusion

Adherence to these guidelines will ensure that principles of equal opportunity are upheld, and that the Governors of Briarwood School are able to claim legitimate expenses to ensure they are able to fulfil their Governor duties.

This Policy applies equally to all categories of Governor, including Associate Members.

Appendix A

Briarwood School Governor Expenses Claim

Name Position

Office/Base Address

Home Address

Car Parking Fees (Receipts must be attached to this form)	Off street £	On Street £
Other travel costs (Bus fare, Taxi, Tolls, Mileage, please specify and attach receipts)		

Expenses Claimed (Bus, Train, Taxis, Tolls, Childcare, Stationery etc)	£

Mileage Claimed			
From	To	Miles at 45p per mile	£

I hereby certify that the expenses and allowances were necessary and wholly in the connection with Briarwood School Governor related business and relevant receipts are attached.

Signature of Governor:
.....

Date

I certify that the claim can be paid and that the appropriate VAT receipts have been submitted by the Governor and are stapled to this form.

Authorisation Signature –
Chair/Vice Chair of Governors
.....

Date