

St Antony's Catholic Primary School



Governors' Expenses Policy

Learning together
in
God's love

Agreed by governors: February 2017
Review date: September 2018

St. Antony's Catholic Primary School Governors' Charging and Remission Policy

1. Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013.

The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

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

For sake of clarity, it's stated that Governors are not paid attendance allowances or compensation for any loss of earnings.

2. Expenditure Categories

2.1 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).

2.2 Care arrangements for an elderly or dependent relative

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

2.3 Governors with a special need

The School may cover costs for a Governor who is not able to attend to their Governing duty unaided due to a physical impairment or disability.

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 support, as the case may be.

2.4 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.

2.5 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.

2.6 Travel and subsistence

Mileage may be claimed for distances exceeding miles for the purpose of attendance at meetings of the governing body or its committees or other agreed activities.

Claims will be reimbursed at the rate ofp per mile (this must not exceed the maximum level of the rates published by the Inland Revenue for travel and subsistence).

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.

Claims for subsistence allowances, ie for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £

3. Making a claim

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

Claims should be authorised jointly by the Chair of Governors and Chair of the Finance Committee (or their respective Vice-Chair in the event the Chair is the Governor making the claim) and submitted to the Finance Office for payment.

This policy applies equally to all categories of governor, including associate members.