

# St Robert of Newminster Catholic School and Sixth Form College

## Governor allowances policy

Adopted: September 2017

Review date: September 2019

St Robert of Newminster Catholic School has developed this policy in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations make provision for allowances to be paid for any expenditure **'necessarily incurred by that person for the purpose of enabling him to perform any duty as a governor'**.

The duties of governors are varied and this policy outlines how the school would pay governor allowances from the school annual budget, should they be requested, in order to support them as they carry out their duties in school. Governors are a key part of the school leadership team and using part of the school budget in this way is an effective use of funding. This policy outlines the good practice guidelines and cost claims regulations that are in place to help us ensure that there is equality when it comes to spending and that all school funds are being used in a way that best supports our school community. If any allowances are paid, details of costs will be published in the annual governors' information data on the school website.

All expenses claims must be met from the school's delegated budget. Payment can be made from any other source of income to the school (eg private funds) as long as the person providing those funds is made aware that they might be used for that purpose.

### 1. Eligible Allowances

In all circumstances surrounding claiming costs, **appropriate proof of payment must be provided**. Governors are entitled to claim the actual costs for the following on a case-by-case basis and with the prior approval of the governing body:

- The extra costs that they incur in performing their duties, either because they have additional needs or because English is not their first language.
- Childcare or babysitting while the governor is attending meetings of the governing body, one of its committees, or other agreed activities such as training events. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives at home to care for his or her child(ren).
- Care arrangements for an elderly or dependent relative. Costs claimed in this situation would be done in the same way as is arranged for childcare.
- There may be cases where telephone charges, photocopying or stationery charges are incurred where the governor is unable to use the school's facilities to carry out their duties. Receipted accounts or at the least detailed written records should be made and submitted.
- Travel claims may be made where governors are required to travel to meetings of the governing body, or meetings of its committees, or other agreed activities. Mileage may be claimed for distances exceeding one mile each way at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate, as published from time to time. Where public transport is used the actual cost of expenditure will be reimbursed, as will the cost of a taxi where public transport is not available. Receipts must be provided for claims.

- Subsistence allowances, such as for meals that would otherwise not have been purchased or car parking charges may also be reimbursed upon production of a receipt.

The list above is not exhaustive and there may be a need for alternative claims in certain individual circumstances. Any claims for other allowances should be submitted for consideration by the chair of governors in advance of the costs being incurred where this is practicable.

**Governors will not:**

- be paid an attendance allowance
- be reimbursed for loss of earnings.

**2. Making a claim**

Governors who wish to make a claim must fill out an expense claims form, which can be obtained from *the school office*. Receipts must be attached where available and claims must be made *within two weeks of the expense being incurred*. The *chair of governors* will approve claims and claims forms to should be addressed to them. Claims forms should be addressed to the chair of governors via the school office.

Claims will be investigated by the chair of governors if they appear excessive or inconsistent. Action may be taken against any governor who submits misleading claims.

---

**Signed by**

	<b>Chair of governors</b>	<b>Date: .....</b>
	<b>Headteacher</b>	<b>Date: .....</b>