CHINLEY PRIMARY SCHOOL

GOVERNOR ALLOWANCES POLICY

FINANCIAL REGULATIONS AND PROCEDURES

Introduction
It is the responsibility of the Governing Body to:
(a) On an annual basis, decide whether or not to pay Governor allowances from the delegated budget, and if so;
(b) Review the charges as set out in this policy.

Governors are able to claim legitimate expenses if the Governing Body have set up a scheme to make such payments. All such payments will be paid from the school's delegated budget.

- 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. However, Governors cannot claim attendance allowances ie. payment for attending meetings themselves.
- Where Governors are required to attend meetings after school they are eligible to make use of the EBNOC service; EBNOC will charge the school for use as a legitimate expense.
- Governors may not claim for actual or potential loss of earnings or income.
- All Governors and associate members are eligible to claim allowances in accordance with this scheme.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments for other allowances can only be made on provision of a receipt. The amount to be paid should be determined by the Governing Body and be limited to the amount shown on the receipt.

Eligible Expenses
Categories of eligible expenditure are as follows:
- Child care or baby-sitting 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;
- Support for Governors with special needs (e.g. Audio equipment)
- Support for Governors whose first language is not English (e.g. translations)
- Telephone charges, photocopying and stationery etc.
- Travel and subsistence (i.e. re-imbursement for meals purchased that would not have otherwise been bought).

Allowance Rates
Rates at which allowances are payable are as follows:
Telephone Calls and Postage: Actual costs incurred.
Travel Rates: In accordance with the current Inland Revenue Authorised Mileage Rate, which can be found on the HM Revenue and Customs website.

For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the rate paid will be agreed by the Governing Body (actual cost).
Subsistence: If additional expenses are incurred because work as a Governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

Criteria for Claims

- All claims must be submitted to the Headteacher or Chair of Governors within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support all claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt, child care receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
- All claims will be referred to the Governor Finance Committee for approval and recorded in the minutes which are fed into Full Governor meetings.
- Only the Headteacher or Chair of Governors can sign to authorise payments.

Financial Systems

Following presentation and agreement of any claims by the Finance Committee or Full Governing Body the school's normal systems for 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.

Reporting and Recording of Claims

All claims for expenses must be reported, agreed and agreement recorded as part of the Full Governing Body meeting minutes.

Copies of receipts and expenses claims must be held centrally by the School Finance Officer for six years in line with Derbyshire Retention of Records guidelines.

Policy reviewed by Peter Lambert
June 2024

Agreed by Governing Body: Minute number: FB300621/10a Date: 30.06.2021
Agreed by Governing Body: Minute number: FB200624/11 Date: 20.06.2024