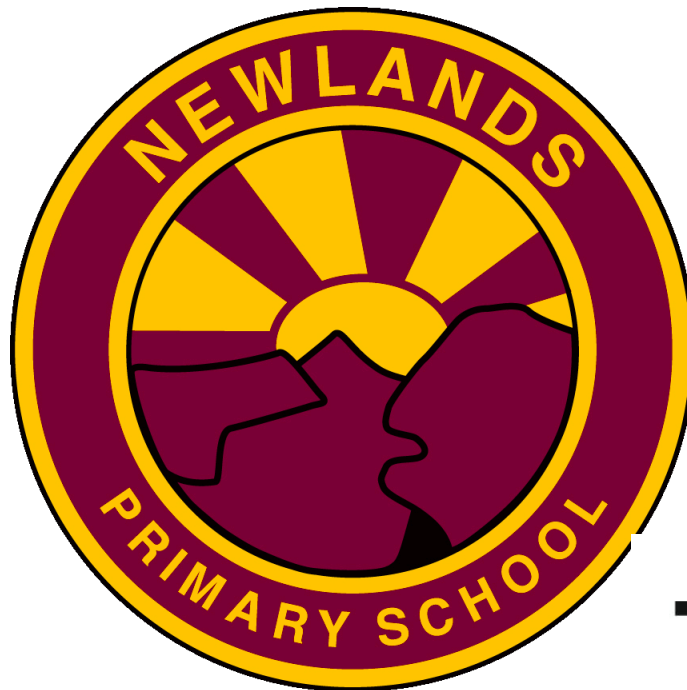


# Newlands Primary School Governors Allowances



THE KEMNAL ACADEMIES TRUST  
**Headteacher: Mr C Markham**

**Last review date: July 2017**  
**To be reviewed: Summer 2018**

SIGNED BY HEADTEACHER/ CHAIR..........

**04/09/2017**

DATE.....

**NEWLANDS PRIMARY SCHOOL**  
**GOVERNORS EXPENCES POLICY**

## **INTRODUCTION**

The Governors of Newlands Primary School recognise that the role of governor is one which requires considerable commitment in terms of time, energy and the offering of skills to contribute to the running of the school. This contribution cannot legally be recompensed financially. However, the governors support the principle of inclusion in the appointment and duties of governors and wish to ensure that financial pressures do not prevent any person from offering to be a governor or from carrying out their role fully.

Therefore this policy is designed to provide a means of financial recompense of expenses incurred in the carrying out of the duties of governor. Payment will only be made when a written claim is submitted with appropriate receipts. Payment will be made from the school's delegated funds in accordance with the finance policy. It is up to individual governors whether they choose to submit claims or not.

## **ELIGIBLE ALLOWANCES**

### **Transport**

The cost of travel to governors meetings, committee meetings, school visits and training courses carried out in the capacity of governors may be reimbursed.

Transport claims should reflect only the extra cost of attendance at the meeting or course, e.g. where a meeting occurs at the end of a working day the claim should be for the lesser of the return journey from home to meeting or the journey actually made.

Transport claims should be made on the basis of receipts for public transport or as a mileage claim, which will be reimbursed at a rate of 45p per mile.

In the case of attendance at committee meetings claims will be met if the governor is noted as in attendance according to the minutes of the meeting. In other cases an appropriate report of the visit or training (as required in any case) should have been submitted, e.g. in the case of training the form 'Governor Training Session/Seminar Feedback and Action Points Sheet'.

### **Cost of Alternative Care for Dependants**

The cost of providing for child care, baby sitting, care arrangements for an elderly or dependant relative whilst a governor is at a meeting, visit or course may be reimbursed. Claims should be made on the basis of the extra hours of extra care required to cover attendance plus a reasonable allowance for travelling time. Receipts for payments to carers should be submitted. In general, payments to a partner or other responsible person who normally lives at the family home would not be eligible.

In the case of attendance at committee meetings claims will be met if the governor is noted as in attendance according to the minutes of the meeting. In other cases an appropriate report of the visit or training (as required in any case) should have been submitted, e.g. in the case of training the form 'Governor Training Session/Seminar Feedback and Action Points Sheet'.

## **Other Expenditure**

In the event of expenditure being incurred outside the scope of this scheme the Finance Committee will initially consider whether reimbursement is appropriate. Payment will not be made until the full governing body has approved the appropriate Finance Committee minutes.

Any decision to reimburse a particular type of expense to one governor will automatically apply to all governors, i.e. there can be no special arrangements for particular individuals.

## **ADMINISTRATION AND AUDIT**

The scheme will be administered by the clerk to governors who is authorised to make payments only when fully satisfied that the criteria specified in this document are met. The clerk to governors will keep all documents relating to a claim and a record of payment made.

The Finance Committee will review expense payments at each meeting. In the event of dispute the matter will be considered by the full governing body (with the affected governor withdrawn).

All payments will be subject to an annual audit and expense payments will be published in the annual accounts.

**Reviewed: Summer 2017**

**To be reviewed: Summer 2018**

Signed: \_\_\_\_\_  
Chair of Governors

Date: \_\_\_\_\_

**Governor Expenses Claim Form  
Newlands Primary School**

Name:

Address

Date:

Claim Period:

I claim the total sum of £.....for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed \_\_\_\_\_ Date

	£
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	

This form should be submitted to the Clerk to Governors.