

LOVE, COURAGE & RESPECT
Learning and Achieving Through Love, Courage and Respect

BRIGHSTONE C.E. PRIMARY SCHOOL



Governors' Expenses and Allowances Policy

Date Agreed: February 2023

Review Date: February 2026

BRIGHSTONE AIDED PRIMARY SCHOOL

Governors' Expenses and Allowances Policy

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	3 rd May 2011	AJ	GB	
2	24 th April 2012	AJ	GB	Mileage rates updated from inland Revenue website
3	April 2014	KH	GB	Costings re child care
4	February 2015	KH	GB	
5	June 2019	ES	Finance	Slight changes
6	March 2023	ES	Finance	Minor change

Introduction

The Education (Governors' Allowances) Regulations 2003 came into force on 1 September 2003. The regulations make provision for allowances to be paid for any expenditure necessarily incurred by individual governors or associate members when carrying out their duties.

Governors cannot be paid an attendance allowance (i.e., payment for attending meetings), or for loss of earnings.

Any claim for expenses has to be met from the School's delegated budget. Payment may be made from any other source of income to the School as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed, governors would not be liable for tax.

Paying Allowances

Examples of where a claim may be made for incurred expenses include the following:

1. Child care or babysitting

Claims for the cost of reimbursement (up to £10 per hour) to a registered child-minder or babysitter may be made whilst 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. Care arrangements for an elderly or dependent relative

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

3. Telephone charges, photocopying, ink, 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 and clearly show a VAT number; in all other cases a detailed written record should be made and submitted. Governors are not recommended to print all papers and to view them electronically wherever possible. These facilities can be made available within school.

4. Travel and subsistence

Mileage may be claimed for distances exceeding 15 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 of 45p per mile for cars, 24p for motorcycles and 20p for bikes (this must not exceed the maximum level of the rates published by the Inland Revenue for business 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 and must contain a VAT number.

Claims for subsistence allowances, i.e., for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, can only be claimed by prior approval and with a valid receipt.

Making A Claim

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

Claims should be authorised by the Headteacher / Chair of Governors) and submitted to Elaine Sharp (School Bursar) for payment.

This policy and amounts payable will be reviewed on a bi-annual basis.



Brighstone C.E Aided Primary School

Governors' Allowance Claims Form

NAME:	DATE:
ADDRESS:	CLAIM DESCRIPTION:
POST CODE:	CLAIM DATE:

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

Signed:

TYPE OF CLAIM		AMOUNT
Mileage @_____ 45p / mile		
Travel to meeting/training course		
Support for additional needs		
Support for case where English is not first language		
Other (see e.g.'s in 4) – please state		
TOTAL ALLOWANCE CLAIMED		£
Comments/details:		

Approved by:

Position:

Date claim paid: