

Handsworth Grange Community Sports College

Governors' Allowances



Minerva
Learning Trust

Date First Published	December 2012
Version	Final
Last approved	August 2017
Review Cycle	Annual

Handsworth Grange Community Sports College

Governor allowances policy

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 pays governor allowances from the school annual budget 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.

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 the rate of 45p per mile. 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/chair of finances* 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 Finance Office Receipts must be attached where available and claims must be made within two weeks of the expense being incurred. The chair of governors/ chair of finance will approve claims and claims forms to should be addressed to them.

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

Signed by

_____ **Chair of governors** **Date:**

_____ **Headteacher** **Date:**

This document will be reviewed annually

Handsworth Grange Community Sports College Expense claim form

Name.....

Date.....

Expense claim (list additional expenses on back of form)

Date	Expense	Amount
Total:		

Mileage expense claim (45p per mile)

Date	Expense	Amount
	Total:	

I certify that this is a true and accurate claim for approved expenses incurred by me whilst carrying out work directly related to my duties as a school governor and that no payment has been received for them. I request reimbursement for the costs listed on this form to the total amount of:

Total expense claimed:	
------------------------	--

Claimant's signature..... Date.....

Certified by:

Name.....



Approved by

Governor: **Date:**

Signature: