



*'Doing our best to achieve our best'*

## **Clarendon Primary School & Children's Centre Governors' Allowances Policy**

### **Scope & Applicability**

The School Governance (Roles, Procedures and Allowances (England) Regulations 2013 applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors or associate governors when carrying out their duties.

The Governing Body acknowledges that 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.

Clarendon Primary School & Children's Centre Governing Body believes that paying governor allowances, within the specific categories set out below, is important to ensuring equality of opportunity for any person serving as a school governor.

### **Types of allowable expenses**

Governors will be able to claim allowances providing the allowances are incurred as a result of carrying out their duties as a governor or as a representative of Clarendon School. However before any reimbursement can be made they have to have been agreed by the Governing Body.

After prior approval by the Governing Body and on a case-by-case basis, Governors and associate governors will be able to claim for the following:

- Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner)
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
- The extra costs incurred as a result of performing their duties either because they have special needs or because English is not their first language.
- The cost of travel to meetings/training courses. These will be paid at a rate that does not exceed the current HM Revenue and Customs (HMRC) approved mileage rate allowances.
- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased, (up to value of £10.00) or car parking charges that would not otherwise have been incurred. (**N.B** – A receipt for each of these will need to be provided.)
- Telephone charges, photocopying, stationery, postage etc.
- Any other justifiable allowances.

### **Making a claim**

Once prior approval has been sought, Governors wishing to make a claim under these arrangements should complete a claims form, (obtainable from the School Business Manager) attaching receipts obtained. These should then be submitted to the School Business Manager within two weeks of the date when the expenses were incurred. These will then be submitted to the Chair of Governors or Vice Chair of Governors for approval.

All claims will be reimbursed by BACs or cheque.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is the case with all school expenditure. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.

## **Review**

Date reviewed: Spring term 2017

Date due for review: Spring term 2020

## Appendix 1

### Claims Form

<b>Name:</b>	<b>Clarendon Primary School</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

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

Signed.....

	£	p
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 Business Manager, Clarendon Primary School, Knapp Road, Ashford, Middlesex, TW15 2HZ