

Reedings Junior School
Governor Allowances Policy

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 members when carrying out their duties. Any claim for expenses has to be met from the school's delegated budget.

The Governing Body believes that paying Governors' expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All governors of Reedings Junior School will be entitled to claim the actual costs, as follows:

- Governors may claim allowances for expenses incurred in carrying out their duties as a Governor or representative of Reedings Junior School.
- Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - Childcare and/or babysitting costs (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 cost of Travel Mileage relates only to travel associated with internal/external courses or conferences, job shadowing, mentoring/coaching appointments or other planned and agreed self development activities. The current rate is 31.93 pence per mile;
 - The cost of Business Mileage relates to travel associated with any other planned and agreed appointments which are not mentioned above; under Travel Mileage. The current rate is 45 pence per mile (up to and including 10,000 miles) or 25p per mile (over 10,000 miles);
 - The cost of Passenger Mileage relates to travel to training courses with other passengers. The current rate is 3.20p per mile, per passenger. For each relevant journey, multiply the number of passengers by the miles claimed and it can only be claimed when claiming Training Mileage. You cannot claim if you are a lease car user;
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - Telephone charges, printing, stationery, postage etc;
 - Any other justifiable allowances.
 - Governors **may not** be paid an attendance allowance or be reimbursed for loss of earnings.
- Governors wishing to make claims under allowances arrangements, once prior approval has been sought, should complete a claims form (Appendix 1), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred.
- Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.
- This policy will be reviewed triennially by the Resources Committee for endorsement by the Governing Body.

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Appendix 1: Governor Allowances Claim Form

Name:	Date:
Full Address:	
Details of Claim and Claim Period (i.e. travelled 10 miles to a course on 1 st September):	

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

Claimant Signed.....

Type of Expense	£	P
Childcare and/or babysitting		
Care arrangements for elderly or other dependents		
The cost of Travel Mileage (current rate is 31.93 per mile)		
The cost of Business Mileage - if not covered under Travel Mileage (current rate is 45 pence per mile; up to and including 10,000 miles or 25p per mile; over 10,000 miles)		
Passenger Mileage claimed per mile, per passenger and can only be claimed when claiming Training Mileage (at 3.20p per mile, per passenger)		
Support for governor with special needs or whose first language is not English		
Telephone charges		
Printing		
Stationery		
Postage		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

Chair of Governors/Headteacher (please delete as appropriate)

I authorise this payment to be made in accordance with Reedings Junior School's Governors' Allowances Policy.

Signed.....

Once authorised, this form should be submitted to the Reedings School Office.

Date Approved: December 2018

Date to be Reviewed: February 2022