

ST. PAUL'S CATHOLIC PRIMARY SCHOOL

Governors' Allowances Policy



“United through Jesus in Faith, Love and Learning”

Date of adoption: The Governing Body of St. Paul's Catholic Primary School ('the School') adopted this policy in **October 2013**

Date of review: The Governing Body has agreed to review this Policy every three years. This policy will be reviewed in the **Summer Term 2016**.

Introduction and purpose

This policy statement has been developed in accordance with The Education (Governors' Allowances) Regulations 2003 which apply to all maintained schools in England and Wales and cover expenses incurred by Governors from 1 September 2003. These regulations have been made under section 19 (3) and 210 (7) of the Education Act 2002. It should be noted that while the correct legal terminology is "allowances" many Governors refer to "expenses".

St Paul's Catholic Primary School Governing Body believes that paying Governor allowances, in the 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 DfES Guidance on Paying Allowances to School Governors (September 2003) (See Appendix 2) says,

"...it is good practice to pay such allowances as Governors should not be out of pocket for the valuable work they do".

The School will pay allowances from the School's annual budget allocation to Governors for certain allowances which they incur in carrying out their duties. The specific allowances provided for by this policy are set out below and, for clarity, the following also refers to items which are not claimable under the terms of this policy.

General

1. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the Governing Body.
2. Governors may not claim for actual or potential loss of earnings or income.
3. Governors may not be paid attendance allowance.
4. All Governors, Associate Members and the Clerk to the Governors are eligible to claim allowances in accordance with this scheme.

1. Eligible allowances

Categories of eligible expenditure are as follows:

- Care arrangements:
 - Childcare or babysitting expenses, where these are not provided by a relative or partner;
 - Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
- Telephone calls, postage, stationery and photocopying;
- Travel;
- Subsistence.

2. Allowance rates

Rates at which allowances are payable are as follows:

Care Arrangements	Actual costs incurred, up to a maximum of £8 per hour
Telephone calls, postage, stationery and printing costs	Actual costs incurred
Travel	In accordance with HMRC approved mileage rates, which is 45p per mile for cars and vans and 24p mile for motorcycles.
	For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £20 per journey and travel by taxi should be restricted to exceptional circumstances only.
Subsistence	If additional expenses are incurred because work as a Governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

3. Criteria for Claims

- All claims must be submitted to the School Finance Officer on the attached form (Appendix 1 – obtainable from the School Finance Officer) within one month of the expenditure being incurred (except for telephone calls which must be claimed within one month of receipt by the individual of the relevant telephone bill). This will then be submitted to the Governing Body Resources Committee for approval.
- Receipts must be supplied to support claims for reimbursement (except in relation to mileage claims), e.g. bus ticket, phone bill, taxi receipt, till receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

4. Financial Systems

The School's normal systems for authorising and processing payments will apply to claims made under this scheme.

Appendix 1

ST PAUL'S CATHOLIC PRIMARY SCHOOL

Governors' Allowances Claim Form

Name:
Address:
Postcode:
Date:

I claim the total sum of £..... for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Signed.....

Nature of expenses incurred	£
care/Babysitting expenses	
arrangements for an elderly or dependent relative	
phone calls	
age	
onery	
pcopying	
ng costs	
el costs	
age costs	
:	
age costs:	
stence	
TOTAL EXPENSES CLAIMED	

This form should be submitted to: the School Finance Officer and will then be passed onwards to the Resources Committee for approval.