

# **St. Catherine's Catholic Primary School**

## **Policy Document**



### **Governors Allowances**

Adopted in full: May 2009

Latest review: December 2020

## POLICY ON PAYING GOVERNORS' EXPENSES

Governors give their time generously for the benefit of their school. It is recommended that each Governing Body adopt a clear policy for reimbursing Governors' expenses, so that every Governor has full access to attending meetings and training.

Governing Bodies can choose whether or not to pay allowances to Governors.

### **This is a policy which has been adopted in full by the governing body**

- Governors cannot claim attendance allowances or for loss of earnings
- Governors may be reimbursed for expenses incurred whilst attending Governors' meetings, training courses and other meetings undertaken in the course of their duties including child care costs
- Governors can only claim incurred cost (that is, the cost must have been incurred by the Governors before it can be reimbursed)
- Governors should decide for themselves whether or not to claim
- Governors should be able to claim without embarrassment
- All existing Governors (and new Governors at their first meeting) to be given a copy of these guidelines
- The policy to be reviewed annually by the Resources Committee and any changes agreed by the full Governing Body

The Governing Body may reimburse three categories of expenditure:

#### a) TRAVEL EXPENSES

Public Transport – reimbursement of fare upon production of ticket

Car, motorbike and bike – the latest Inland Revenue allowances rates are shown over the page<sup>1</sup>

Taxi – reimbursement of fare upon production of receipt

NOTE taxi should only be considered if the same journey cannot be made by public transport or to ensure the safety of a Governor

#### b) CHILDCARE OR DEPENDENT RELATIVE CARE

Subject to a maximum per family per session, and on production of a receipt to prove that expenditure has taken place (£15 maximum is suggested)

#### c) CLERICAL EXPENSES (stamps, envelopes, photocopying etc)

As required, but subject to proof of purchase (e.g. till receipt) and with prior agreement of Headteacher, who may be able to arrange provision of resources more economically

#### ANY OTHER REASONABLE REQUEST

Any other reasonable request to be considered by the Resources Committee prior to reimbursement, subject to the necessary proof of purchase.

**The Resources Committee should be contacted before expenditure is incurred.**

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<sup>1</sup> The Mileage Rates were approved for the tax year 2011/12 and have not changed since then.

## CLAIMING

In order to provide a clear audit trail, Governors claiming allowances should complete a copy of the attached proforma, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor) and proof that expenditure has occurred (receipt or signature of babysitter / carer).

## HEADTEACHER

The Headteacher or a delegated deputy commits the expenditure to the relevant budget, and keeps a record together with completed claims proformas. The Governing Body must include details of any governor expenses in the Annual Report to Parents.

## FINANCE

The Governing Body would need to agree a budget at the beginning of the year.

Governor expenses should be met from the General Academy Grant.

[Travel - mileage and fuel rates and allowances - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

# Approved mileage rates from tax year 2011 to 2012 to present date

<b>From tax year 2011 to 2012 onwards</b>	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 in the tax year</b>
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

ST. CATHERINE'S CATHOLIC PRIMARY SCHOOL GOVERNING BODY

**GOVERNORS' EXPENSES CLAIM FORM**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

I WISH TO CLAIM £\_\_\_\_\_ (INSERT AMOUNT TO BE CLAIMED AND TICK APPROPRIATE BOXES)

1. TRAVEL EXPENSES

Bus Ticket – please attach bus ticket

Mileage for car – please list mileage incurred and cc of vehicle

Mileage \_\_\_\_\_ cc of car \_\_\_\_\_

Mileage for motorbike – please list mileage incurred and cc of vehicle

Mileage \_\_\_\_\_ cc of car \_\_\_\_\_

Taxi fare – please attach receipt

2. CHILD CARE / DEPENDENT RELATIVE

Please request babysitter / childminder / carer to sign and date below, and insert amount to be claimed below, and include in total above.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

3. CLERICAL EXPENSES

Please list below the items purchased, and attach a receipt to this proforma

4. OTHER

Please provide details of claim and proof of expenditure

I CERTIFY THAT \_\_\_\_\_ (insert name) ATTENDED A MEETING ON \_\_\_\_\_ (date)

\_\_\_\_\_ Chair of the Meeting/Course Tutor (please print name)

\_\_\_\_\_ Signature of Chair/Course Tutor

I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY

\_\_\_\_\_ Headteacher or authorised Deputy (please print name)

\_\_\_\_\_ Signature of Headteacher or Deputy \_\_\_\_\_ (date)

I CERTIFY THAT I HAVE RECEIVED \_\_\_\_\_ (AMOUNT) IN RESPECT OF GOVERNORS' EXPENSES

\_\_\_\_\_ Claiming Governor (please print name)

\_\_\_\_\_ Signature \_\_\_\_\_ Date

THIS COPY TO BE RETAINED BY THE HEADTEACHER ALONG WITH SUPPORTING RECEIPTS RECEIVED