

# DISCOVERY SCHOOLS TRUST

## GOVERNORS' EXPENSES POLICY

The Governing Body of Woolden Hill Primary School decided at a meeting on 8<sup>th</sup> April 2014 allowance will be held each year in the school's budget.

The policy will be reviewed in 3 years by the local governing body of Woolden Hill Primary School

### 1 INTRODUCTION

1.1 Governors may claim expenses for attendance on approved duties. The scheme will apply equally to all governors, but it is open to any individual to choose whether not to claim. The expenses that may be claimed are in six categories:

1. Travel to the school
2. Subsistence e.g. Lunch time meal
3. Childcare/ Responsible person Care
4. Specific access needs,
5. Stationery,
6. Language translations.

Any claims relating to attendance at training courses are also included. However all training or attendance at conferences should be agreed by the Training and Development Governor.

- 1.2 The following are recommended as approved duties will/will not qualify.
- properly convened full Governing Body meetings
  - properly convened Committee meetings of the Governing Body
  - other duties designated by the Governing Body, e.g. acting as a member of a panel approved by the Governing Body for long/short listing/interviewing candidates for a staff appointment.
  - governors' formal visits to the school

Casual visits to the school do not qualify

### 2 TRAVEL EXPENSES

- 2.1 Travel expenses may be claimed where the distance between the governor's home and the school or training venue is greater than 5 miles. The Headteacher and any governor who is employed at the school will not be eligible to claim unless an additional return journey has been made to attend.
- 2.2 For journeys outside the Leicestershire area, payments will only be made for specific duties which have prior approval by the Governing Body.
- 2.3 All payments are on the basis that the journey was undertaken and if governors share transport, only the provider can claim.
- 2.4 Governors may claim:
- mileage allowance at DST lowest essential user rate - 45p per mile
  - the actual cost of public transport (including bus and train fares) and tolls for bridges
  - the cost of car parking
  - Taxi fares

### 3 SUBSISTENCE ALLOWANCES

3.1 Subsistence allowances are not attendance allowances, the payment of which would be unlawful. Governors may claim subsistence for attendance on the following approved duties (see 1.2 above) in accordance with the scale laid down by the Governing Body:

#### LIST DUTIES

- 3.2 To qualify, an approved duty must exceed four hours and the governor must incur out of pocket expenses.  
£2.00 tea/coffee      £6.00 lunch      £12.00 dinner
- 3.3 Some governing bodies have refreshments provided on a group basis. This is not affected, but no subsistence may be claimed where refreshments are provided free (i.e. when the governors do not contribute to the cost).

## **4 CHILDCARE**

- 4.1** Governors may claim an allowance for childcare costs incurred on approved duties (see 1.2 above). The allowance will be the actual expenses incurred *or* a maximum of £10 per hour for each child

The Governing Body will pay up to £60 per annum in this category of allowance.

## **5 SPECIFIC NEEDS**

- 5.1** Governors may claim an allowance for costs relating to specific needs incurred on approved duties (see 1.4 above).

These may include

- taxi fares
- support for the cost of a signer
- audio equipment
- Braille transcription

The Governing Body will pay up to £50 per annum in this category of allowance.

## **6 OTHER NEEDS**

- 6.1** Governors may claim an allowance for costs relating to other needs (for example where their first language is not English). These may include

- translation of documents

- 6.2** The Governing Body will pay up to £50 per annum in this category of allowance.

## **7 MISCELLANEOUS**

- 7.1** Governors may claim for the following costs incurred in carrying out their duties.

- telephone charges
- photocopying or printing; PC ink cartridges
- stationery including paper
- postage

- 7.2** The Governing Body will pay up to £50 per annum in this category or person of allowance.

## **8 CLAIMING**

- 8.1** Claim forms are available from the school Administrator, Ann Barkley.

- 8.2** The claimant should complete and sign the form and pass it to the Clerk or School Business Manager to the Governing Body.

The Clerk/ School Business Manager is responsible for:

- verifying entitlement to the claim (i.e. that the claim relates to approved duties and that the claimant did attend)
- affirming that the claim seems reasonable
- certifying the claim and forwarding it to the school finance department
- maintaining a record of claims which helps the Governing Body to exercise budgetary control and meet any requirement to report information about expenditure on governors' expenses

- 8.3** Unless substantial sums are involved, governors should claim termly in arrears.

## Things to agree / discuss at the full meeting

References are to the relevant paragraph in the policy

- 1.2** Amend the list of approved duties by adding or deleting. The Governing Body should decide whether Governors' formal visits (i.e. on Governing Body business) should or should not qualify and amend accordingly.
  
- 2** Decide whether or not to include this section and adapt as necessary
  - 2.1** Amend the distances quoted if needed.
  - 2.2** Decide whether or not to include this section. This will be applicable on occasions such as when the Governing Body sends a governor to an event (conference/ meeting) at some distance.
  - 2.4** Choose which of these items to include or remove. Amend rates as necessary, but ensure they do not exceed the Inland Revenue approved mileage rates. Governors may wish to exclude taxi fares except where, for example, a governor has specific mobility needs (*see Section 5*)
  
- 3** Decide whether or not to include this section and adapt as required.  
It is a good idea to link the level of any subsistence that can be claimed to a recognised scale.  
Amend rates as necessary, but ensure they do not Exceeded Members / Diocese Officials.
  - 3.2** Amend the qualifying time as necessary.
  
- 4** Decide whether or not to include this section and adapt as required. The governing body may also wish to consider any costs incurred by carers and insert an appropriate section.
  - 4.1** Choose one of these options, amend as necessary.
  - 4.2** Decide whether to include this section or adapt as required, including a maximum figure as agreed.
  
- 5** Decide whether to include this section or adapt as required.
  - 5.1** This category of allowance is intended to support and not hinder access to being a school governor by people with specific needs. Since the range of possibilities is very wide, it might be practical to complete this section in rather broad terms and negotiate with any individual.
  - 5.2** Decide whether to include this section or adapt as required, including a maximum figure as agreed.
  
- 6** Decide whether to include this section or adapt as required.
  - 6.1** This category of allowance is intended to support and not hinder access to being a school governor by people, for example people whose first language is not English. Since the range of possibilities is very wide, it might be practical to complete this section in rather broad terms and negotiate with any individual.
  - 6.2** Decide whether to include this section or adapt as required, including a maximum figure as agreed.
  
- 7** Decide whether to include this section or adapt as required, including a maximum figure as agreed.
  
- 8** In most cases it will be necessary to add this responsibility to the clerk's job description. This must be done by negotiation.

Ratified: 8<sup>th</sup> April 2014

