



Littletown Primary Academy

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GOVERNORS ALLOWANCES POLICY

**This Policy was adopted by the Full Governing Body of
Littletown Primary Academy**

On 5 December 2017

signed.....
(Chair of Governors)

Date Policy to be reviewed on:

December 2018

Policy	Governors' Allowances and Expenses
Applies to	Governors (or non-governors who are co-opted on to a governing body committee or working party)
Aim	The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a committee or working party) is not out of pocket where the school has derived benefit from such outlay. The policy also reaffirms the Governing Body's commitment to ensuring equality of participation for all governors. Expenses should not be an inhibitor to anyone becoming a governor.
Regulations and related documents	Education (Governors' Allowances) (England) Regulations 2003
Success Criteria	<ul style="list-style-type: none"> • All governors are aware of which allowances can be claimed. • All governors are aware of what cannot be claimed. • Clear records are kept of all allowances and expenses paid out.
Definitions	<p><u>Approved Duties:</u> These are the</p> <ul style="list-style-type: none"> • properly convened meetings of Governors • properly convened meetings of committees and working parties • acting as members of ad-hoc panels approved by the governing body for long listing / short listing / interviewing candidates for appointment. <p>LA Local Authority</p>

Allowances and Expenses	<p>The Regulation above allows for "payments by way of allowance ... are in respect of expenditure necessarily incurred for the purpose of enabling the individual to perform any duty..."</p> <p>Allowances and expenses shall be paid from the school's delegated budget.</p> <p>Governors cannot be paid attendance allowances or for any loss of earnings.</p> <p>Allowances and expenses necessarily incurred for which a claim may be made comprise the following:</p>
Child care or baby sitting expenses	<p>Where a governor does not have a spouse, partner, friend, relation or other responsible adult available to care for a child or children during a period of absence on approved duties</p> <p>Governors may only claim in respect of those children for whom they are parent or carer.</p>

<p>Care arrangements for an elderly or dependant relative</p>	<p>Upon presentation of a receipt, governors may claim reimbursement for actual amounts of childcare costs incurred, at a rate of £4.00 per hour with a maximum of £12.00 for any one approved duty.</p> <p>Costs may be refunded in similar circumstances to childcare</p>
<p>Governors with a special need</p>	<p>Where the school or Governing Body does not provide facilities or equipment to enable a governor, for example, to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example:</p> <ul style="list-style-type: none"> • provision of a signer, • audiotapes, or • braille documentation, or • travelling and subsistence for a person providing support, as the case may be.
<p>Governors whose first language is not English</p>	<p>The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.</p>
<p>Telephone charges, photocopying costs and stationery</p>	<p>These may be reimbursed where the governor is unable to use the facilities of the school in performance of any duty on behalf of the Governing Body.</p> <p>Governors must keep a written record or obtain a receipt (where possible) relating to the expenditure incurred.</p> <p>Claims will be limited to reimbursing the actual costs involved.</p> <p>Governors are encouraged to use existing school facilities wherever possible.</p>
<p>Travel</p>	<p>Claims are only admissible if the governor has actually made the journey claimed as a result of attending approved duty.</p> <p>Mileage allowance shall be at the Devon County Council rate.</p> <p>Claims for Approved Duties held at the school:</p> <ul style="list-style-type: none"> • Mileage, up to a maximum of 10 miles, may be claimed where the distance between the governor's home and the school by the safest route exceeds 3 miles. • Governors may claim the actual cost of bus fares or any tolls. • Travel by taxis may only be claimed if the Governor's individual circumstances mean other forms of transport are inappropriate. • An allowance at Devon County rate may be claimed for use of a pedal cycle.

<p>Subsistence</p> <p>Expenses met by the LA</p>	<ul style="list-style-type: none"> • Teacher governors (and the Principal) will not be eligible to claim unless a special return journey has been made to attend. • Where governors share transport only the provider may claim. <p>Governors may claim subsistence for attendance on approved duties in accordance with LA scales. To qualify for a claim an approved duty must exceed 4 hours and the governor must incur out of pocket expenses.</p> <p>Payments of expenses where these have been, or are already met by the LA, or other body, are excluded from this policy.</p>
<p>Making Claims</p>	<p>Claims should be made to the Senior Administrator.</p> <p>The Senior administrator is responsible for:</p> <ul style="list-style-type: none"> • Verifying entitlement to claim (i.e. that it relates to approved duties and the claimant did attend) • Affirming that the claim seems reasonable • Certification of the claim for forwarding to the County Treasurer for payment. • Maintaining a record of claims which enables the Governing Body to exercise budget control and meet its obligations to publish statutory information about expenditure on governors' expenses. <p>If the entitlement is unclear, the Clerk shall refer the matter to the Chair of the Finance and Environment Committee.</p>
<p>Review of Policy</p>	<p>The Finance and Environment Committee shall review the policy and rates annually. The Governing Body will be made aware if any changes have taken place.</p>