



Court Moor School

GOVERNOR ALLOWANCES POLICY

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| Date Approved by Finance Committee | Autumn 2020 |
| Date of Next Review | Autumn 2022 |
| Signed Headteacher <i>Paul Jenkins</i> Date 16 December 2020 | Signed Chair of Governors <i>Emma Sharratt</i> Date October 2020 |

POLICY ON THE PAYMENT OF GOVERNOR ALLOWANCES

Aims

The Governing Body of Court Moor School has resolved to pay allowances to its members, on request, to reimburse them for the costs involved in carrying out their duties.

Definition

All governors and associate members are eligible to claim allowances in accordance with this policy.

Statutory duty of school

The legal basis for such payments derives from the *Education (Governors' Allowances) (England) Regulations 2003*.

Policy into practice

Governors may claim allowances in respect of actual expenditure incurred while attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body in an authorised capacity.

Eligible Expenses

Categories of eligible Governing Body expenditure while acting in an authorised capacity are as follows:

- Telephone calls and postage
- Printing, stationery and photocopying
- Reasonable travel
- Reasonable subsistence
- Care arrangements
 - Child care or babysitting expenses, where this service is not provided by a relative, partner or ex-partner
 - Care arrangements for an elderly or dependent relative, where this service is not provided by a relative, partner or ex-partner
- Support for governors with special needs
- Support for governors whose first language is not English

Making a Claim

A claim form, available from the Finance Officer, should be completed on each occasion.

Receipts must be supplied to support claims for reimbursement, 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.

Approval Procedure

All claims must be submitted to the Finance Officer in readiness for approval within one month of the expenditure being incurred. Approval is vested in the Chair of Governors and the Chair of the Finance Group Committee. To maintain financial probity, both people will approve each claim. If one of the authorised approvers is making the claim then the Vice Chair of Governors will approve it in his/her stead.

Once approved, a claim will be passed to the school's Finance Officer for payment.

The school's system for authorising and processing payments will apply to claims made under this scheme. The records will form part of the school's official accounts and will be subject to audit in the normal way.

Allowance Rates

Rates at which allowances are payable are as follows:

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| Telephone calls and postage | Actual expenditure |
| Printing, stationery and photocopying | Actual expenditure |
| Travel rates | For travel by private car, van or motorcycle† at Hampshire County Council's current leased car mileage rate. For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second/standard class fares. For travel by taxi, where no alternative is available, the cost must not exceed £20 per journey. |
| Subsistence | If additional expenses are incurred because work as a governor requires taking meals away from the school or home area, reimbursement will be made for the cost of food and non-alcoholic drinks purchased on the day. |
| Care arrangements | The actual cost up to a limit of the rate currently paid by Hampshire Social Services for similar care. |
| Support arrangements | Cost of provision of facilities as necessary. |

† Governors making a claim for travel by private vehicle will need to be aware that an insurance company is likely to regard this as business use; governors will need to check with their insurers that their vehicle is covered for business use.

Economy

Governors are expected to make every effort to keep expenditure to a minimum. Under normal circumstances, material for posting should be passed to the school office so that it can be included in the regular mailings; as far as possible, e-mail should be employed for communications; the school's photocopying facilities should be used (the school office can issue the appropriate code); the school's procurement system may be able to provide printer consumables at a lower cost than the retail outlets; where more than one governor is travelling to an event, car sharing or the provision of lifts is encouraged.

Monitoring and Review

The school will review this policy every two years and assess its implementation and effectiveness.

Linked policies

None