

Gastrells Community Primary School

Governors Allowances (Expenses) Policy

Adopted June 2019
Review June 2022

To be reviewed by the Resources Committee

Policy Statement Gastrells Community Primary School

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies the discretion to pay allowances, from the school's annual budget allocation, to governors for certain allowances which they incur in carrying out their duties.

Gastrells School Governing Body believes that paying governors allowances, in 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 specific items allowable reflect this objective.

From September 2019 all governors of Gastrells School will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Gastrells School, and are agreed by the Resources Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of Resources Committee on behalf of the Governing Body:
 - Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - The cost of travel relating only to travel to meetings/training courses at a rate of the HMRC pence per mile. (<https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>) If travel is by public transport the full amount will be reimbursed.
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Governing Body at Gastrells School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk to the Governors Appendix 1), attaching receipts, and return it to the School Office within two weeks of the date when the allowances were incurred.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.



Governor Expenses Claim Form

Name	Name of School
Address	Date
Post Code	Claim Period

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed

	£	p
Child care/Babysitting expenses		
Care arrangements for elderly/dependent relatives		
Support for governors with special needs		
Support for governors whose first language is not English		
Telephone charges		
Photocopying / Stationery		
Travel and subsistence		
Other (Please specify)		
TOTAL EXPENSES CLAIMED		

THIS SECTION IS FOR SCHOOLS USE ONLY

Goods Received Meetings Attended		Prices & Arithmetic Checked		CERTIFICATIONS SIGNATORY		CREDITOR NUMBER 	
DOCUMENT NO. 				CREDITORS INVOICE REFERENCE 			
YR MK	LEDGER CODE COST CENTRE / DETAIL CODE	AMOUNT £ P		GENERAL LEDGER ANALYSIS		VAT	CIS
	/						
	/						
	/						
VAT							
TOTAL £							