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Name of policy: Governors' Allowances

REVISION HISTORY

Date	Version	Description

Head Teacher _____ Date _____

Chair of Governors _____ Date _____

Governors' Allowances

Policy for Reimbursement of Expenses to School Governors

Statement of Principle

We believe that the governing body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs. Additionally, governors should not incur personal costs as a consequence of their decision to volunteer to serve as members of the governing body. It is at the discretion of individual governors as to whether they choose to claim reimbursement of expenses or not.

The Education (Governors' Allowances) (England) Regulations 2003 allow schools to make schemes for paying expenses, from the school's delegated budget, to governors in respect of expenditure necessarily incurred to enable them to perform their duties as governors.

Requirements and Procedures

Costs Which May Be Reimbursed:

It is agreed that the following expenses could be claimed during the current financial year:

- childcare or babysitting (other than done by a resident and responsible person at the home address) shall be reimbursed at a rate equivalent to the prevailing National Minimum Wage. *The NMW is set at £6.50 as of the date of Adoption of this Policy;*
- care arrangements for a dependent (as above) shall also be reimbursed at a rate equivalent to the prevailing NMW;
- support for governors whose first language is not English (e.g. translations);
- support for governors with special needs (e.g. audio equipment);
- support for governors on income support (e.g. computer);
- telephone charges, photocopying, home printing and stationery, etc.;
- travel expenses incurred to attend events/meetings/training sessions beyond 3 miles of a governor's home through the use of private cars/motor cycles/pedal cycles shall be reimbursed at the prevailing Inland Revenue Authorized Mileage Rate. *The tax free rates for the 2011/12 tax year onwards are: Cars: 45p per mile; motor cycles: 24p per mile; pedal cycles: 20p per mile;*
- travel expenses incurred to attend events/meetings/training sessions beyond 3 miles of a governor's home through the use of public transport will be reimbursed at the actual cost;
- where a governor does not have the use of their own car and is required stay later than 9pm, or if it would not be reasonable to expect the governor to use public transport, the actual cost incurred for the hire of a taxi or similar road transport will be reimbursed.

Procedures for Making and Settling Claims

- Claims should be submitted on a termly basis to the school secretary who will check them.
- Claims must be made in writing (using an official Barnet LA expenses claim form where available) and must be retained, for audit purposes, for a period of seven years.
- Where appropriate, claims for reimbursement of expenses must be supported by receipts.
- Claims for £50 or less must be authorized by the Chair of Governors or Chair of the Resources Committee before payment. If either of these is the claimant, then authorization must be by the other.
- Claims for more than £50 must be authorized by the Chair of Governors and Chair of Resources Committee. If either of these is the claimant, then authorization must be by the other and the headteacher.
- Claims will be settled by cheque.

Relationship to Other Policies

This is referenced to the school's scheme for Financial Management and the Equality Policy.

Arrangements for Monitoring and Evaluation

The Resources Committee will monitor and evaluate the impact of the scheme annually with reference to the attendance records of governors at meetings and to the total sum paid out.