

Governor Allowances Policy

1. Introduction

Fortismere has developed this policy in accordance with the *School Governance (Roles, Procedures and Allowances) (England) Regulations 2013* which apply to all maintained schools. These regulations make provision for allowances to be paid to governors for out-of-pocket expenses incurred in the context of carrying out their duties as governors.

Fortismere Governing Body believes that paying governor allowances in the categories set out below is important in ensuring equality of opportunity to serve as governors for all members of the community and is therefore an appropriate use of school funds.

Any claim for expenses must be met from the school's delegated budget. Payment can be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose.

2. Eligible Allowances

In all circumstances appropriate proof of payment must be provided. Governors are entitled to claim the actual costs for the following on a case-by-case basis and with the prior approval of the Chair of Governors:

- The extra costs that they incur in performing their duties, either because they have special needs or because English is not their first language.
- Childcare or babysitting while the governor is attending meetings of the governing body, one of its committees, or other agreed activities such as training events. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives at home to care for his or her child(ren).
- Care arrangements for an elderly or dependent relative. Costs claimed in this situation would be done in the same way as is arranged for childcare.
- There may be cases where telephone charges, photocopying or stationery charges are incurred where the governor is unable to use the school's facilities to carry out their duties. Receipted accounts or at the least detailed written records should be made and submitted.
- Travel claims may be made where governors are required to travel to meetings of the governing body, or meetings of its committees, or other agreed activities. Mileage may be claimed for distances exceeding one mile each way. Where public transport is used the actual cost of expenditure will be reimbursed, as will the cost of a taxi where public transport is not available. Receipts must be provided for claims.
- Subsistence allowances, such as for meals that would otherwise not have been purchased or car parking charges may also be reimbursed upon production of a receipt.

The list above is not exhaustive and there may be a need for alternative claims in certain individual circumstances. Any claims for other allowances should be submitted via the Clerk to governors for consideration by Chair of Governors in advance of the costs being incurred where this is practicable.

Governors will not:

- be paid an attendance allowance
- be reimbursed for loss of earnings.

3. Making a claim

Governors who wish to make a claim must fill out an expense claims form, which can be obtained from the Clerk to governors.. Receipts must be attached where available and claims must be made termly. The Chair of Governors will approve claims. Claims forms should be addressed to the Clerk to governors

Claims will be investigated by the Chair of Governors if they appear excessive or inconsistent.

This policy will be reviewed annually by the Governors Resources Committee.

Agreed March 2014