



# Queen's Croft High School

## GOVERNORS ALLOWANCES AND EXPENSES POLICY

Prepared by: Jackie Hesslegrave, Business Manager  
Checked by: Peter Hawksworth, Headteacher  
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## 1. Introduction

The aim of this policy is to ensure that Governors are not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors will not be paid attendance allowances or for any loss of earnings. Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- **Childcare or baby-sitting expenses.** Where a governor does not have a spouse, partner or other responsible adult to care for a child during a period of absence, in which that governor attends meetings of the governing body, its committees or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.
- **Care arrangements for an elderly or dependent relative.** Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.
- **Governors with a special need.** 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, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.
- **Governors whose first language is not English.** The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.
- **Telephone charges, photocopying costs and stationery.** These may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.
- **Travel and subsistence.** Mileage may be claimed where the distance between the governors' home and the school or other venue which governors are required to attend on business related to the work of the governing body (e.g. meetings, training courses, visits to other providers, etc.) exceeds 30 miles. Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the

level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the rates applicable to staff as agreed by the school.

## **2. Claiming**

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question. Claims should be made on the Schools' standard claim form available from the Finance Officer and should be authorised by the Chair of Governors or another governor where the Chair is claiming the expenses. Completed claim forms should be submitted to the Finance Officer for payment.