



# Longwell Green Primary School

## Governors Expenses Policy

Adopted Date: November 2014  
3rd Review Date: October 2018  
Review Date: October 2020

This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

The law only permits schools with delegated budgets to pay governors allowances or expenses to cover costs, such as travel or childcare, that they have incurred necessarily as a result of serving as a governor or associate member. Payments cannot include attendance allowance or loss of earnings.

Longwell Green Primary School Governing Board believes that paying governor expenses, 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 is an appropriate use of school funds. We believe that the Governing Board plays a key role in the success of the school and that individual governors should not be deterred from participating because of incidental costs. The specific items allowable reflect this objective.

All governors will be entitled to claim the actual costs which they incur in attending meetings of the governing board, its committees or South Gloucestershire Council, Governor Development Service training sessions as follows:

- Childcare or babysitting service expenses other than undertaken by a resident and responsible person at the home address at a rate of no more than £10 per hour.
- Costs of care arrangements for an elderly or dependant relative (as above)
- The cost of travel from their home to place of meeting (as appropriate) by the least expensive means possible. (eg; Public transport v private vehicle)
- For this purposes,
  - = Public transport will be claimed by receipt and 2<sup>nd</sup> class travel.
  - = Private car will be allowable at 30p per mile (maximum of 12 miles in connection with any one meeting, except training sessions where the limit will be 20 miles) to cover petrol costs only.
  - = 5p per mile for each passenger.
  - = There will be 18p per mile for motorbike
  - = 15p per mile for bicycles.

Governors will also be able to claim for the following, on a case by case basis and with prior approval of the Governing Board:

- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Travel and subsistence costs, payable as listed above. Subsistence should be in agreed in advance with the Chair of Governors.

The costs of stationary, photocopying, postage and telephone calls are not allowable. Governors can use the school photocopier for the governing board business; further assistance with office services can be sought from the School Office, subject to the other demands on staff time.

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the School Office ), attaching receipts and return it to the School within 4 Weeks of the date when the expenses were incurred when they will be submitted for approval by the Chair of Governors and payment arranged.

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

The Chair of Finance will independently audit / approve the Chair of Governors claims if they appear excessive or inconsistent this will be raised with the Finance Committee.

It is the responsibility of the individual to clarify with Her Majesty's Revenue and Customs (HMRC) should any tax need to be paid on this income.

The total amount of Governors expenses paid during the year will be recorded and made available to parents annually.

Signed ..... Chair of Governors

Printed name: Mrs P Blackmore

Date .....