ROWAN GATE PRIMARY SCHOOL

GOVERNORS' ALLOWANCES

POLICY REVIEW

This policy has been reviewed in line with the following: (Reviewer please tick box)

a) Ensuring the policy is up to date and meets mandatory requirements √

b) Ensuring the policy is fit for purpose and that practice adheres to the policy. √

Reviewed and Updated in January 2023 by Finance & Personnel Sub Committee

Print Name ……………………………………………………

Policy will be reviewed again in January 2024.

ROWAN GATE PRIMARY SCHOOL

GOVERNORS' ALLOWANCES

Purpose

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.

Rates

The Education (Governance Allowance) Regulations 2013 allow maintained schools to extend their schemes for paying governors' expenses from the school's delegated budget. At the full governing body meeting on 29 March 2007 it was agreed that the following expenses could be claimed.

Childcare/babysitting/care of a dependent (other than done by a resident and responsible person at the home address) at a rate of up to £8.00 per hour.

Claims for childcare/babysitting/care of a dependent to be accompanied by a receipt.

Travel Expenses to be paid at a rate not exceeding the maximum level of the Inland Revenue Authorised Mileage Rate.   Currently this rate is:

Car	For tax purposes: 45p for the first 10,000 business miles in a tax year, then 25p for each subsequent mile For NI purposes: 45p for all business miles
Motorcycle	24p for both tax and NI purposes and for all business miles
Cycle	20p for both tax and NI purposes and for all business miles

Public transport – standard fare to be refunded on presentation of a ticket.

Claims for travel expenses should be accompanied by a claim form (available through school office / attached.)

Support for Governors with special educational needs (e.g. audio equipment) Please contact the Bursar/Clerk to Governors in confidence.

Support for Governors whose first language is not English (translation/signer) Please contact the Bursar/Clerk to Governors to arrange.

Telephone charges, photocopying, stationery etc will be paid on receipt of a relevant copy bill/invoice and be subject to approval. Please note that the school will provide stationery, on request, and the photocopier and school telephone may be used for Governor business.

SUBMISSION OF CLAIMS

All claims for allowances should be submitted to the Bursar once a term, 5 – 10 working days before the last day of term.

Please contact the school for additional claim forms.

ARRANGEMENTS FOR MONITORING AND EVALUATION

The Governing body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings/training/other duties and to the total sum paid out. Rates paid and items/activities attracting claims will be subject to yearly review.

Date established by the Governing Body – 29 March 2007.
Date of implementation – 29 March 2007.

Date Reviewed February 2022.

ROWAN GATE PRIMARY SCHOOL GOVERNING BODY

GOVERNORS' ALLOWANCES CLAIM

RECEIPT FOR BABYSITTING/CHILDCARE/CARE OF A DEPENDENT

I acknowledge receipt of the sum of £ ……………………….. (£6.50 per hour maximum.)

From ………………………………………….. (Name of Governor)

As payment for babysitting/childcare/care of a dependent on

………………… (date)

Carer's Name ………………………….. Signature ………………………….

These expenses were incurred to allow me to attend ……………………………..

………………………………………………………………………………………………

On (date) ……………………………………..at (time) ………………………………

Please reimburse me by cheque/cash (delete as appropriate.)

Governor's signature ……………………………………………….

Date ……………………………………………

ROWAN GATE PRIMARY SCHOOL GOVERNING BODY

GOVERNORS' ALLOWANCES CLAIM

TRAVEL EXPENSES

I wish to claim the following travel expenses: ……………………….. (number of miles)

By car / motorcycle / bicycle (delete as appropriate.)

At 45p / 24 p / 20 p (delete as appropriate) per mile

I wish to claim for Public Transport and attach by standard fare ticket.

Total …………………………………………..

These expenses were incurred to allow me to attend ……………………………..

………………………………………………………………………………………………

On (date) ………………………………..at (time) ………………………………

Please reimburse me by cheque/cash (delete as appropriate.)

Governor's signature   …………………………………………………

Date …………………………………………