

ST MARY'S CATHOLIC PRIMARY SCHOOL

GOVERNORS ALLOWANCE POLICY



Policy No: RES01/21/11/22	Version:	2
	Author:	SENIOR LEADERSHIP
	Committee:	RESOURCES
	Minute No:	RES01/21/11/22
	Date Issued:	November 2022
	Reviewed:	April 2024

GOVERNOR ALLOWANCE POLICY

Background

School Governance Regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation/private school fund to governors to reimburse expenditure necessarily incurred in carrying out their duties.

Principles of the policy

Although it is not normally expected that governors claim expenses associated with the routine costs of being a governor, the Governing Body of St Mary's Catholic Primary School believes that paying allowances to Governors in certain circumstances, will enable us to maintain our commitment to equal opportunities, ensuring that the role of school governor is accessible for all members of the community.

Scope

This policy applies to all governors, including temporary or associate governors, of St Mary's Catholic Primary School.

Governors will not be paid attendance allowance for attending meetings.

Governors will not be reimbursed for loss of earnings.

Approval

A Governor must obtain the approval of the Resource Committee or the Full Governing Body (depending on the value of the claim) for any items of expenditure before the expense is incurred. Items that are allowable are:

- Care of an elderly or dependent relative, where costs are incurred.
- Costs associated with the performance of duties as a Governor, for example if a Governor has specific requirements including translation services or access to the building.
- The cost of travel to meetings or training courses not held within the current catchment of the school.
- Incidental expenses such as telephone charges, postage, stationery or printing costs
- Any other justifiable expenditure.

For one-off claims of under £10.00 claims can be submitted retrospectively for approval with the provision of receipts.

For one-off claims of less than £50 in value approval is obtained via the Resources Committee. In circumstances where a meeting is not scheduled to enable prior approval, then a virtual approval process will take place. The approval will require a positive response from as many members of the committee as would be required for quoracy.

For ongoing claims and/or claims of over £50 in value Full Governing Body approval is required. In these cases virtual approval is not an option.

Rates

Care expenses: £6 per hour maximum reimbursed on production of a receipt.

Note: In order to comply with safeguarding and tax requirements, caring expenses can only be paid in respect of care provided by officially registered carers. Reimbursement cannot be made for informal arrangements with family members.

Travel expenses:

Public Transport – reimbursement on production of a receipt or ticket

Note: Rail fares will only be reimbursed at standard class rate

Car/Motorcycle – payment will be made based on the Inland Revenue Authorised Mileage Rate in application at the time of the claim. Currently this is 45p per mile for car and 24p mile for motorcycles.

Taxi - reimbursement on production of a receipt.

Note: this method of travel is discouraged and should be a last resort, the cost must not exceed £10.00.

Making a claim

Governors wishing to make claims under these arrangements, once prior approval has been obtained, should complete a claims form (from the School Office), attaching receipts, and return it to the School within two weeks of the date when the allowances were incurred.

Governance and transparency

All claims will be subject to independent audit.

Payments of expenses to governors will be available on request.

Monitoring and Review

Application of this policy will be monitored by the Resource Committee.