



## **Policy on Governors' Allowances for Expenses 2016/17**

**We adopted this again in 2016 but it has never been used over many years.**

The Governing Body of Mary of the Cross Federation has agreed to reimburse members of the Governing Body for legitimate expenses necessary for the performance of their duties as a governor. This scheme applies equally to all categories of governors, but it is open to any governor to choose not to claim.

### ***Funding of Allowances***

The Education (Governors' Allowances - England) Regulations 2003 are the legal basis for paying these allowances. They have been made under paragraph 6 of Schedule 11 of the School Standards and Framework Act 1998.

Governors' expenses will be met from the school's delegated budget.

Payments are not taxable, so long as they only reimburse actual expenditure incurred. If a governor has any doubt about any payments attracting a tax liability he or she should contact the Tax Office for advice.

### ***Approved Duties***

An approved duty may be one of the following:

- properly convened meetings of the governing body;
- properly convened meetings of committees of the governing body;
- acting as members of ad hoc panels approved by the governing body for long/short listing and/or interviewing candidates for appointment;
- representing the Governing Body at meetings convened by CAST or the Local Education Authority (Governor Support Team) or between members/Associations of local governing bodies;
- Other circumstances approved by the Governing Body.

Casual visits to school do not qualify as approved duty. Formal visits to school may be qualified as approved duty on an individual basis. Approval of such a visit should be minuted.

### ***Eligible Allowances***

Examples of expenses necessarily incurred are:

- Child care/babysitting expenses and/or care arrangements for an elderly or dependant relative. Excluding care costs where the claim is for care being provided by individuals who would normally expect to play some part in caring for the child or other relative, for example, an existing or former spouse/partner, or by a responsible person who normally lives in the family home.
- Support for governors with special needs (e.g. audio equipment).
- Support for governors whose first language is not English (e.g. translations).
- Telephone charges based on calls made on behalf of the Governing Body will be costed at the current British Telecom rate, and supported by an itemised bill.
- Limited travel and subsistence payments as specified by the Inland Revenue.
- Postage, photocopying, and stationary expenses are normally met by the Clerk to the Governing Body.

It should be noted that the Regulations do not allow governors to be paid attendance allowances or for loss of earnings.

Expenses incurred attending governor training and or conferences provided by our buy back to the LA Governor Support Team, fall outside this scheme and should be claimed directly through the Governor Support Team.

### ***Administration***

Governors should be able to produce proof of expenditure such as a receipt for goods or services provided. The receipt should clearly show the name of the provider, the date, and the service provided and the amount charged for that service. All claims duly certified by the claimant are to be passed to the Clerk to the Governing Body (Appendix 2).

The Clerk is responsible for:

- Verifying entitlement to claim (that it relates to approved duties and that the claimant did attend);
- Affirming that the claim seems reasonable;
- Certification of the claim and forwarding to the Headteacher for payment from the allocation made in the budget;
- Maintaining a record of claims to enable the governing body to exercise budget control and meet its obligations to publish statutory information about expenditure on governors' expenses, which has to be declared as part of the Annual Report to Parents;
- Using the record of such claims to report to the relevant authorities at year-end.

To reduce administration time, unless substantial sums are involved, Governors' are asked to claim termly in arrears.

### ***Policy Review***

The FGB will review the policy annually, normally at the first committee meeting of the summer term.

Agreed

Date 26.9.2016

Signed M Wolstencroft

Chair of Governors

**Mary of the Cross Federation Governors' Allowances for Expenses**