



WANDSWORTH FEDERATION OF MAINTAINED NURSERY SCHOOLS

GOVERNORS' ALLOWANCES AND EXPENSES POLICY 2022-2023

Signed:  (Chair of Governors)

Dated: 6/12/22

Signed:  (Headteacher)

Dated: 6.12.22

Review: Autumn 2023

Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies the discretion to pay allowances, from the school's annual budget allocation, to governors for certain allowances which they incur in carrying out their duties.

Aim

The aim of this Policy is to ensure that a Governor is not out of pocket where the school has derived a benefit from such outlay. The Governing Body believes that paying governors allowances, in specific categories as set out below, is important in ensuring equality of participation to serve as governors for all members of the community and so is an appropriate use of school funds. Governors cannot 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:

Child Care or Babysitting Expenses

Where a Governor does not have a spouse, partner or other responsible adult to care for a child or children 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 on production of a receipt.

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 (at the current Local Authority/ H M Revenue and Customs rate) 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 etc.) exceeds 3 miles.

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.

Where it is not possible to use public transport, the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to the value of £7.50) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

Other

This list is not exhaustive and the Governing Body agree to reimburse other justifiable expenses.

Making a claim

To minimise any administrative burden for the School, Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be submitted on the appropriate form (as attached at Appendix 1) and available from the Reception Office. The form should be authorised either by the Chair of Governors or the Headteacher before being submitted for payment.

Claims of under £50 can be reimbursed from petty cash. Claims over £50 will be reimbursed by cheque.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent, the Chair of Governors may request further details.

The Governing Body will review this policy annually.



GOVERNOR ALLOWANCES/EXPENSES CLAIM FORM

Name of Governor

Please ensure that you attach all receipts to this claim form before submission.

Date	Details of Expenditure	Claim (£)

I certify that I have necessarily incurred the expenses claimed for above in accordance with the Governors' Allowances and Expenses Policy.

Signature (Governor): Date:.....

Authorised by: Date

Chair of Governors/Headteacher