



Rosemary Nursery School & Children's Centre



Governors' Expenses Policy

This policy was updated:	December 2020
This policy will be reviewed:	December 2021
Governor Responsibility	Finance Lead
Statutory policy:	Yes
Source:	Governing Body

Rosemary Nursery School & Children's Centre

Governors' Expenses Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. Our Governing Body believes that this is a way of ensuring equality of opportunity for all members of the community to serve as Governors, and so is an appropriate use of school funds. The specific items allowable reflect this objective.

Governing bodies can choose whether or not to pay allowances to governors. However, the DfE (Department for Education) thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do.

From September 2017 all Governors of Rosemary Nursery School & Children's Centre will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Rosemary Nursery School & Children's Centre, and are agreed by the Chair of Governors, or Lead Finance Governor, before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - When a Governor attends meetings of the governing body, its committees or is 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 up to a maximum of £10 per hour. Childcare or baby-sitting allowances exclude payments to a current/former spouse or partner;
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner). 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;
 - The extra costs they incur in performing their duties either because they are disabled or because English is not their first language (e.g. interpreters, accessible transport or information). The scope of support for a disabled Governor must be agreed by the Governing Body in advance of any cost being incurred for which a claim is made. The Governing Body recognizes its duty under the Equality Act to make 'reasonable adjustments' to allow disabled governors to undertake all of their duties.
 - The cost of travel relating only to travel to meetings/training courses at a rate of mileage at the current HMRC mileage rate, which does not exceed the specified rates for school staff. This is currently 45p per mile for cars and vans, 24p per mile for motorcycles, and 20p per mile for bicycles (as at April 2017);

- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for Transport, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage, print costs etc;
- Any other justifiable allowances.

The above 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

The Governing Body at Rosemary Nursery School & Children's Centre acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (attached, and also obtainable from the School Office), attaching receipts or an invoice, and return it to the School Office. Payment for childcare incurred will be reimbursed in full, and usually within a few working days of the invoice or receipt being presented (which should be within 30 days of the event taking place).

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors, unless the chair of governors holds the post of chair of Finance, in which case the Chair of another sub-committee will investigate) if they appear excessive or inconsistent.

This is a statutory policy and will be reviewed annually. Next review: December 2021



Governor Expenses Claim Form

Name:	Name of School:
Address	Date:
Post Code	Claim Period:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for Governors with special needs			
Support for Governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

Signed.....
Date.....

This form should be submitted to: Angela Le Peuple, Clerk to the Governors:
clerkrosemaryangela@gmail.com or the School Office: rosemary.n@bristol-schools.uk

Key Messages

- Payments can be made for any expenditure necessarily incurred by individual Governors to enable them to carry out Governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt or invoice. The amount to be paid should be determined by the Governing Body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to Governors serving on temporary Governing Bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LA may pay Governor Allowances.

This Policy has been developed in accordance with the DfE document "The School Governance (Roles, Procedures & Allowances) (England) Regulations 2013".