



## TOLWORTH GIRLS' SCHOOL & SIXTH FORM

### GOVERNORS' ALLOWANCES AND EXPENSES POLICY

**Governing Body Committee:** Finance, Assets & Audit (F, A & A)

**Date approved:** F, A & A (13 March 23)

**Next review:** March 25

#### 1 Introduction

- The Education (Governors' Allowances) Regulations 2003 allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty".
- The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing body committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. 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:

##### 1.1 Child care or baby-sitting expenses

- Where a governor does not have a spouse, partner or other responsible available adult to care for a child/ren during scheduled meeting or any activity associated with their role; the Governor can claim the actual cost paid to a registered child minder or the cost of a baby sitter.

##### 1.2 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.

##### 1.3 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;
- travelling and subsistence for a person providing support, as the case may be.

#### 1.4 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.

#### 1.5 Telephone charges, photocopying costs and stationery

- 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.

#### 1.6 Travel and subsistence

- Mileage may be claimed 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, visits to other providers, etc.) exceeds 3 miles. Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt.
- The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt.
- Mileage allowance for the use a personally owned car or motorcycle will be reimbursed at the current rate at the time of travel as advised by the HM Revenue & Customs (HMRC) as allowable under the non-taxable expenses legislation applicable at the time of travel (for current rate, please enquire of the Finance Manager).
- All payments of expenses where these have been, or are already met by other bodies, are excluded from this policy.

#### 1.7 Other expenditure

- In exceptional circumstances, 'Other expenditure' may be claimed back subject to the details of any such claim being agreed (as in 'Claiming' below) before any expense is incurred. Failure to pre-agree such an expense as being allowable may result in the expense not being paid.

## 2 Claiming

- To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question. Claims should be made to the Finance Manager, and authorised by Chair of Governors (or Chair of Finance,

Assets & Audit Committee). In the case of the claim being submitted by the Chair of Governors the Vice Chair will authorise payment.

- All expenses payments to Governors will be reported to the Finance, Assets, & Audit Committee.