



Newport Infant School

Governor Allowances and Expenses Policy

Date of Last Review	November 2022
Policy Lead	Governing Body
Date of Policy Adoption by Governing Body	December 2022
Frequency of Review	Annually
Next Review Date	November 2023
Policy Category	General

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, 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:

- **Childcare or babysitting expenses**

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren 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.

- **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**

Equality will be promoted, in line with our Equality Policy, and the policy will be operated in a non-discriminatory way. The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

- **Photocopying costs and stationery**

The administrator will provide stationery and photocopying may be undertaken in the school office.

- **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 will be reimbursed at the latest HMR&C mileage allowances. Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

Claiming

For all claims a VAT receipt will be required.

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 School Business Manager and authorised by the Headteacher and Chair of Governors.

