



Introduction

This policy statement has been developed in accordance with the Governors' Allowances Guidance issued by Bracknell Forest Council and reviewed in January 2016.

Although governors are not paid for the work that they do, the DfE believes that governors and associate members should not be out of pocket and should be able to claim allowances for legitimate expenses incurred in carrying out their duties. Such expenses will need to be met from the school's delegated budget.

All governors of Jennett's Park CE Primary School will be entitled to claim the actual costs, they incur as follows:

1. Governors will be able to claim expenses providing the expenses are incurred in carrying out their duties, as a Governor or representative of Jennett's Park CE Primary School and are agreed by the Finance Committee that they are justified 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:
 - Child care or babysitting expenses (excluding 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);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - The cost of travel relating only to travel to meetings/training courses at the location currently specified by the Local Authority;
 - Travel and subsistence costs, payable at the current rates specified by the Department of 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 etc;
 - Any other justifiable expenses.

The Local Governing Body at Jennett's Park CE Primary School 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 given, should complete a claims form, Appendix 1 (obtainable from the School Office), attaching receipts where possible, and return it to the Clerk within two weeks of the date when the expenses were incurred. The claims form will be submitted to the Chair of Governors or the Chair of Finance for approval, up to a maximum amount of £50.

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) if they appear excessive or inconsistent.

Please read this form carefully. When completed, this form must be countersigned by the Chair of Governors or the Chair of the Finance Committee and passed to the Clerk for processing. If necessary put details of the claim on a separate sheet.

Expenses Details (please attach receipts)

I certify that I have actually and necessarily incurred expenses as detailed above in connection with my duties as a governor at Jennett's Park Primary School.

Payment authorisation by Chair of Governors or Chair of the Finance Committee

Signed: Dated:

Notes:

1. Eligibility - Governors will only be able to claim allowances for activities necessary for them to fulfil their responsibilities as governors (e.g. attending governors' meetings, committee meetings, presentation evenings and training events). Allowances will not be available for what are essentially social events (e.g. attending school productions).
2. Minimising costs - Governors should try to arrange their activities in such a way so as to avoid the need for allowances to be claimed. When allowances are claimed, governors must use their best endeavours to minimise the cost.
3. Receipts - Claims for allowances must be accompanied by receipts or tickets except for the following.
 - a. For telephone charges a written record of calls must be provided.
 - b. For mileage allowance details each journey must be provided.
4. Loss of earnings - Payments will not be made to compensate for loss of earnings.
5. Claims process - When making claims the following process must be followed.
 - a. Governors seek approval of the Chair of Governors or Chair of the Finance Committee in advance of incurring any proposed expenditure.
 - b. Claims are submitted to the Clerk to the Governors using the Governors Expenses Form with payment authorised by either the Chair of Governors or Chair of the Finance & Property Committee.
 - c. To reduce administration, unless substantial sums are involved, governors should make claims termly in arrears, with all claims being made before the end of the financial year in question.
6. Care allowances - Claims can be made for allowances in the following circumstances.
 - a. Where a governor does not have a spouse, partner or other responsible adult to care for a child during a period of absence, in which that governor attends meetings of the governing body or its committees, or is otherwise representing the school or governing body then child care or baby-sitting expenses may be claimed. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.
 - b. Costs may be refunded for care arrangements for an elderly or dependent relative in similar circumstances to child care. 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.
7. Governors with a special need - Where the school or governing body does not provide facilities or equipment to enable a governor to communicate or otherwise take part in the activity in question a claim may be made. 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.
8. 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 a special need.
9. Telephone charges and photocopying costs - These costs may be reimbursed where the governor is unable to use the facilities of the school in carrying out any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt (where possible) relating to any expenditure incurred. Claims will be limited to reimbursing the actual costs involved.
10. Travel and subsistence - Mileage up to a maximum of 15 miles may be claimed where the distance between a governor's home and the school exceeds 3 miles. 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 is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid. Mileage allowance will be reimbursed at the Governors' Mileage Rate. Payments of expenses met by the Local Authority or other bodies are excluded from this policy.