

Margaret Roper Catholic Primary School

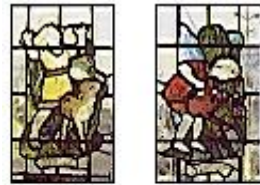
Russell Hill Road, Purley, Surrey CR8 2XP

Tel: 020 8660 0115 Fax: 020 8660 9656

Email: office@margaretroper.croydon.sch.uk

Headteacher: D. J. Mooney

Deputy Head: Mrs. V O'Byrne



Margaret Roper Catholic Primary School

Governor Allowances Policy

Responsible: Finance Committee

Date Revised: February 2013

Last Review: May 2016, June 2017

Introduction

This policy is written with full regard to The Education (Governors' Allowances) Regulations 2003, which apply to all maintained schools and came into force on 1 September 2003. The regulations make provision for allowances to be paid for any expenditure *'necessarily incurred by that person for the purpose of enabling him to perform any duty as a governor'*. In this respect, Governors cannot be paid an 'attendance allowance' (i.e. payment for attending meetings), or for loss of earnings during attendance at meetings.

All expenses claims must be met from the school's delegated budget. Payment may be made from any other source of income to the school (e.g. private funds) as long as the person providing those funds is made aware that they might be used for that purpose.

Providing that only actual expenditure is reimbursed governors would not be liable for tax on allowances paid.

Eligible Allowances

Examples of where a claim may be made for incurred expenses include the following:

Travel and subsistence

Mileage may be claimed for distances exceeding 1 mile each way for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the HM Revenue and Customs rate for mileage and fuel allowances (currently 45p per mile). The regulations referred to the above stipulate that, the rate of reimbursement must not exceed the maximum level of the rates published by HM Revenue and Customs.

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 or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

Child care or babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child (ren).

Care arrangements for an elderly or dependent relative

Costs may be claimed for situations similar to those for child care.

Telephone charges, photocopying, stationery, etc

Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipted accounts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

Other Allowances

The above list is not exhaustive and the Governing Body will take account of their individual needs, for example, to consider the inclusion of other criteria such as reimbursement for the

provision of equipment and/or support for governors with special needs or where an individual's first language is not English. Claims for other allowances should be made to the Clerk of Governors for consideration by the Chair of Governors and Chair of the Finance Committee.

Making a claim

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be authorised by the Chair of Governors or Chair of the Finance Committee and submitted to the school Bursar for payment.

The policy and amounts payable will be reviewed on an annual basis by the Finance Committee.

This policy applies equally to all categories of governor, including associate members.

Policy Review

The policy was last reviewed in June 2017.

Signed _____ Date _____

Chair of the Finance Committee

Margaret Roper Catholic Primary School - Governor 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.

Signed.....

	£	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			

This form should be submitted to:

Mrs K. Newman
 School Bursar
 Margaret Roper Catholic Primary School
 Purley
 Surrey
 CR8 2XP