Hythe Primary School Governors

This policy complies with 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013'. These regulations give Governing Bodies the discretion to pay expenses from the school's annual budget allocation to Governors for certain costs which they incur in carrying out their duties.

The Governing Body has agreed a budget for expenses of £100 for the year and the Resources committee will monitor this.

The Governing Body believes that paying Governors' expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All governors will be entitled to claim the actual costs, which they incur as follows:

Governors will be able to claim expenses providing the expenses are incurred in carrying out their duties, as a Governor of Hythe Primary school, and are agreed to by the Chair of Governors (Chair of Resources or Vice Chair of Governors in respect of the Chair of Governors) for any single expense claim exceeding £25.00.

Governors will be able to claim for the following, on a case-by-case basis and with prior approval as above. All expenses will be on an 'at cost' basis:

1. Childcare or baby-sitting allowances
2. Cost of care arrangements for an elderly or dependent relative
3. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
4. The cost of travel relating only to travel to meetings/training courses outside of Hythe at a mileage rate which does not exceed the Inland Revenue Authorized Mileage Rate in force at the date of claim.
5. Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated. with attending national meetings or training events, unless these costs can be. claimed from the LEA or any other source.

6. Telephone charges, photocopying, stationery, postage etc.
7. Any other justifiable allowances

The Governing Body acknowledges that:

• Governors may not be paid attendance allowance.

• Governors may not be reimbursed for loss of earnings.

Pre-approval from the Chair of Governors (Chair of Resources or Vice Chair of Governors in respect of the Chair of Governors) is required for any single expense claim exceeding £20.00.

Governors wishing to make claims under these arrangements, once prior approval has been obtained, should complete a claims form, attaching receipts where possible, and return it to the school, when they will be submitted for payment.All Governors expenses claims and supporting receipts and records will be held on school premises by the school finance officer, where they will be available on request for any member of the public to view should they wish. Claims will be subject to independent audit and may be investigated by the Chair of Governors (Chair of Resources or Vice Chair of Governors in respect of the Chair of Governors) if they appear excessive or inconsistent.

In accordance with School Governing Regulations, any Governor whose expenses are the subject of consideration at a meeting must withdraw from the item and take no part in the discussion.

If costs escalate, regardless of the cause, the Governing Body may consider withdrawing the facility or reviewing the criteria for claims.

In the event of any dispute over Governor expenses the decision of the Resources Committee will be final.

This policy will be reviewed on an annual basis by the Pay Committee and any proposals for changes put to the Full Governing Body for approval.

GOVERNORS ARE RESPONSIBLE FOR ENSURING THEY HAVE CURRENT CAR INSURANCE, MOT AND TAX FOR ANY VEHICLES THEY USE FOR GOVERNOR BUSINESS.

System for Processing and Authorizing Claims:

1. Obtain Chair of Governors approval to claim prior to incurring any costs over £25.00

2. Complete claim form

3. Pass on to Chair of Governors (Chair of Resources or Vice Chair of Governors in respect of the Chair of Governors) for signature of approval, following policy guidelines.

4. Submit to School Business Manager

5. Payment will be made.