

Reading Girls' School



Governor Allowances Policy



**Business &
Enterprise**

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A handwritten signature in black ink, appearing to read 'Peter Kayes'.

**Peter Kayes
Chair of Governors**

Review within three years

Governor Allowances Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain costs which they incur in carrying out their duties. Reading Girls' School Governing Body believes that paying governor allowances, in specific categories as set out below, is important in ensuring equality of opportunity for all members of the community to serve as governors and so is an appropriate use of school funds. The specific items allowable reflect this objective.

Governors of Reading Girls' School are entitled to claim the actual costs supported by receipts, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a Governor or representative of Reading Girls' School, subject to being approved in advance by the GB/Finance Committee and that these expenses 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:
 - Childcare or baby sitting allowances (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 by standard class public transport or at a rate per mile which does not exceed the specified rates for school personnel. Any mileage rate set will not exceed the Inland Revenue Authorised Mileage Rates.
 - Reimbursement of other expenses will only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt. These may include
 - Reasonable telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable reimbursement of expenses incurred.

The Governing Body at Reading Girls' School acknowledges that:

- Governors may not be paid an attendance allowance
- Governors may not be reimbursed for loss of earnings
- Meetings and other activities should be organised in such a way as to minimise the need for Governors to incur costs and the need to claim expenses.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a standard expense claim form (obtainable from the School Office), attaching receipts where possible, and return it to the School within one month of the date when the expenses were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance. In no circumstances can an individual provide prior approval or approve a claim of their own expenses. A summary of expenses claimed will be presented to the Finance Committee at least once a year.

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.

Governors may delegate the prior approval of expenses and authorisation of claims to the headteacher.

This policy will be reviewed at least every three years.

This policy was approved on 02 December 2015.

Peter Kayes
Chair of Governors

Notes:

The Education (Governors' Allowances) Regulations 2003 are available from The Stationery Office (ISBN 0-11-045135-X) or on the Stationery Office's website at:

<http://www.legislation.hmso.gov.uk/si/si2003/20030523.htm>

Inland Revenue current mileage allowances can be found here – governing bodies may set mileage rates which are less than the maximum allowable by the Inland Revenue – but may not exceed the maximum

<http://www.hmrc.gov.uk/rates/travel.htm>