

**Honiton Community
College
Academy Trust**



This Policy was adopted by the Governing Body of
Honiton Community College Academy Trust
on 7th December 2016
and will be reviewed annually.

**GOVERNORS' ALLOWANCES
(EXPENSES) POLICY**

Honiton Community College Governors' Allowances (Expenses) Policy

Introduction:

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 state *'School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide'*.

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a committee of the governing body), 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.

The governing body notes that governors cannot be paid attendance allowances or reimbursed for any loss of earnings.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- **Child care 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 is 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 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 of a person providing support.

- **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.

- **Telephone charges, photocopying costs and stationery**

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 may claim one ream of paper from the College per year and one cartridge for their printer per year to a value of £20.00 upon production of a receipt.

- **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. Any claim must be approved by the Chair of Governors. 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 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 rate of 45 pence per mile. An allowance of 20 pence per mile may be claimed for use of a pedal cycle.

Payments of expenses where these have been, or are already met by any other body are excluded from this policy.

Claiming

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 Director of Finance and Resources, and authorised by the Chair of the Resources Committee.

The governing body approved this policy on 7th December 2016.

The governing body will review the policy annually.

DOCUMENT CHANGE HISTORY

The following amendments were approved by the Full Governing Body at their meeting on the 7th December 2016:

First Paragraph (Page 1) amended from:

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".

to

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 state *'School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide'*.

Travel and Subsistence (Page 3)

- *'up to a maximum of (500) miles per year'* removed from first sentence.
- *'Any claim must be approved by the Chair of Governors'* added as the second sentence.