



GOVERNORS' ALLOWANCES AND EXPENSES POLICY

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Responsibility:	Finance & Premises Committee

CLYST VALE COMMUNITY COLLEGE GOVERNORS' ALLOWANCES AND EXPENSES POLICY

Introduction

The Education (Governors' Allowances) Regulations 1999 allow for "payments by way of allowance in respect of expenditure necessarily incurred.... for the purposes of enabling the individual to perform any duty".

The full governing body agreed this policy on Monday 28 January 2002.

The aim of this policy is to ensure that a governor (or non-governor who is co-opted onto a governing body committee), is not out of pocket where the College has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

The governing body agreed to allow £600 per year for Governors' allowances and expenses. This expenditure will be reviewed on an annual basis.

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 or children during a period of absence, in which that governor attends meetings of the governing body, its committees or in 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 (by prior agreement of the Chair).

- **Care arrangements for an elderly or dependant relative.**

Costs may be refunded on 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 their absence.

- **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, 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, as the case may be.

- **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 special needs.

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

May be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep written record or obtain a receipt, relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- **Travel and subsistence**

Mileage up to a maximum of twenty miles may be claimed where the distance between the governors' home and the school exceeds three 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 alternative transport can be arranged, the cost of a taxi fare will be reimbursed up to the maximum of £10 per journey, upon production of a valid receipt. Mileage allowance will be reimbursed at the following rates:

All journeys	45.0p per mile
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Payments of expenses where these have been, or are already, met by another 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 Finance Officer and authorised by Chair of Governors or Chair of Finance Committee.

The governing body will review the policy annually.