

# Feltham Hill Infant & Nursery School

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## Governor Allowances & Expenses Policy

October 2019

This Policy supports the role of governors and applies equally to all categories of governance.

*Prepared by: Chair Finance & HT: Oct 2019  
Shared with Governors on governors page: September 2019  
To be reviewed and updated: Oct 2021*

### **Introduction**

- The School Governance, (Roles, Procedures and Allowances Regulations) applies to all maintained schools, September 2013.
- The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.
- The governors of the school believe that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve in their role and to all members of the community.

### **Paying Allowances**

- Governors cannot be paid an attendance allowance, i.e. payment for attending meetings or for loss of earnings.
- Any claim for expenses has to be met from the school's delegated budget from the relevant cost centre.
- Providing that only actual expenditure is reimbursed governors would not be liable for tax.

### **Types of Allowable Expenses**

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

#### **Child care or babysitting**

- Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst a governor is attending a full governing body, committee meetings or training events.
- This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home who could provide child care.
- Appropriate proof of payment should be submitted which could be an invoice or a record of the cost signed.

#### **Care arrangements for an elderly or dependent relative**

- Claims for the actual cost of reimbursement to a carer may be made whilst a governor is attending a full governing body, committee meetings or training events.
- This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home who could provide adult care.
- Appropriate proof of payment should be submitted which could be an invoice or a record of the cost signed.

#### **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.
- Receipts must be kept where appropriate or a written record should be made and submitted.

#### **Travel and subsistence**

- Only in the event that a Governor is travelling outside the London Borough of Hounslow on school business should a claim be made.
- 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 including for topping up an Oyster card or a written record should be made and submitted.
- Mileage claims will be reimbursed at the level of the rates published by HM Revenue & Customs.
- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

**Special Needs**

Any extra costs incurred by governors in carrying out their duties because they have special needs can be claimed.

**Other**

This list is not exhaustive and the governing Body has discretion to to reimburse other justifiable expenses.

**Making a claim**

- To minimise administrative burden for the school, governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.
- Claims should be submitted on the appropriate claim form which can be downloaded from the governor secure area on the website or from the school office. (see Appendix A).
- It will be authorised by the chair of finance committee and also the Headteacher in accordance with the school's Finance policy.
- It will be submitted to School Business Manager for payment.

**Appendix A**

<b>Governor Claims Form</b>	
<b>Date:</b>	
<b>Name</b>	
<b>Meeting/Event</b>	
<b>Reason for claim:</b>	
<b>Amount:</b>	
(Please attach receipt or proof.)	
<b>Authorised by:</b>	<b>Authorised by</b>
<b>Date:</b>	<b>Date:</b>