

# GOVERNORS PAY ALLOWANCE POLICY

**DATE OF POLICY: SEPTEMBER 2017**

Bi-annual Policy

Person Responsible:

Mrs S Smith

Reviewed by SLT:

September 2017

Approved by Resources:

22 November 2017

Ratified by Full Governing Body:

7 March 2018

Previously Ratified by Full Governing Body:

2 March 2016



**Tupton Hall School**

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# **Governors' Pay/Allowances Policy**

## **New Policy April 2015**

**'This policy was reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.'**

### **Introduction**

It is the responsibility of the Governing Body to:

- (a) On an annual basis, decide whether or not to pay Governor allowances from the delegated budget, and if so;
- (b) Review the charges as set out in this policy.

Governors are able to claim legitimate expenses if the Governing Body have set up a scheme to make such payments. All such payments will be paid from the school's delegated budget. In schools without delegated budgets, the LA may pay governor expenses.

- Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking Governor development and otherwise acting on behalf of the Governing Body. However, Governors cannot claim attendance allowances i.e. payment for attending meetings themselves.
- Governors may not claim for actual or potential loss of earnings or income.
- All Governors and associate members are eligible to claim allowances in accordance with this scheme.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments for other allowances can 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.

### **Eligible Expenses**

Categories of eligible expenditure are as follows:

- Child care or baby sitting expenses, where these are not provided by a relative or partner;
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
- Support for Governors with special needs (eg Audio equipment)
- Support for Governors whose first language is not English (eg translations)
- Telephone charges, photocopying and stationery etc.
- Travel and subsistence (ie. re-imburement for meals purchased that would not have otherwise been bought).

## **Allowance Rates**

Rates at which allowances are payable are as follows:

Care Arrangements: Actual costs incurred, up to a maximum hourly rate as agreed by the Governing Body – based on hourly rate per child. 30 minutes either side of the meeting time will be covered.

Telephone Calls and Postage: Actual costs incurred.

Travel Rates: In accordance with the current Inland Revenue Authorised Mileage Rate, which can be found on the HM Revenue and Customs website .

For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the rate paid will be agreed by the Governing Body (actual cost).

Subsistence: If additional expenses are incurred because work as a Governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

## **Criteria for Claims**

- All claims must be submitted to the Business Manager on an Out of Pocket Expense claim form within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support all claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt, child care receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

## **Financial Systems**

- The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

The Governing Body may vary these rates to meet their particular circumstances. The rates must be agreed at a Full Governing Body meeting.

