

GEORGE TOMLINSON SCHOOL

POLICY ON PAYING GOVERNORS' ALLOWANCES

This policy statement had been developed in accordance with the Education (Governor's Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. The George Tomlinson School Governing Body believes that paying governors' allowances, in specific categories, as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community.

- Governors may claim allowances in respect of actual expenditure incurred while attending meetings of the governing body and its committees, undertaking governor development and otherwise acting on behalf of the governing body of George Tomlinson School;
- Governors may not claim for actual or potential loss of earnings or income;
- All governors are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

Categories of eligible expenditure are as follows:

Care arrangements:

- Child care or baby sitting expenses, where these are not provided by a current/former spouse, relative or partner;
- Care arrangements for an elderly or dependent relative, where these are not provided by a current/former spouse, relative or partner.

Language

- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;

Travel and subsistence

- The cost of travel relating only to travel to meetings/training courses at a rate per mile which does not exceed the specified rates for school personnel;
- Travel and subsistence costs, payable at the current rates.

Other expenses

- Telephone charges, photocopying, stationery and postage: these functions are undertaken by the school office, and would not normally be reimbursed as expenses;
- Any other justifiable allowances to be agreed by the Finance Committee prior to claiming.

Allowance Rates

Rates at which allowances are payable are as follows:

- Care arrangements: Costs incurred at the national minimum hourly rate;
- Travel rates:
 - In accordance with LB Waltham Forest authorised mileage rates.
 - For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to standard class fares. For travel by taxi the cost must not exceed £20 per journey.
 - Subsistence: If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from the school area, reimbursement will be made for the food/drink items bought on the day.

Process for Claims

- Governors wishing to make claims under these arrangements should complete a claims form (available from the School Office).
- Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, taxi receipt, till receipt.
- All claims must be submitted to the head teacher within one month of the expenditure being incurred.
- Claims will then be submitted for approval by the Chair or Vice Chair of Governors who will then present them to the Chair of the Finance Committee for final approval.
- Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear to be excessive or inconsistent.

Financial System

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

Reviewed by	Finance Committee
Last Reviewed:	October 2010
Approved by the Full Governing Body	December 2010
Date for review	December 2012

Appendix 2

Claims Form

Name
Address
Postcode
Name of meeting / course attended
Date of meeting / course

I claim the total sum of £..... for governor expenses as detailed below.
I have attached relevant receipts to support my claim.

Signed.....

Item	£
Child care/babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This completed form should be submitted to the School Business Manager. Each claim must be counter-signed by the Chair / Vice Chair of Governors, and approved by the Chair of the Finance Committee.

Endorsed: Chair / Vice Chair

Name: _____

Date: _____

Approved: Chair of the Finance Committee

Name: _____

Date: _____