



Governors' Expenses Policy

Hayward's Primary School



Written by:	Devon County Council (Based on Babcock Guidance)	Signed:
Approved by Governors:	Summer 2023	
Next review due by:	Summer 2024	

GOVERNOR EXPENSES POLICY

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 childcare 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 governing body committee), 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. Governors cannot be paid attendance allowances or for any loss of earnings.

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

- **Childcare 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 board, its committees or in otherwise representing the school or governing board; claims will be limited to reimbursing the actual cost paid to a registered childminder or the cost of a babysitter.

- **Care arrangements for an elderly or dependant 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 their 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 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. In line with the new 'virtual-meeting policy', governors will be able to reclaim expenses incurred as a result of engaging in this type of meeting. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- **Travel and subsistence**

Mileage may be claimed where the distance between the governor's home and the school exceeds 3 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 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 40 pence per mile. An allowance of (12p) per mile may be claimed for use of a pedal cycle.

Travel to conferences or training where the distance between the governor's home and the venue exceeds three miles, may be claimed. If this exceeds £50, a discussion must occur with the headteacher and/or Chair of Governors before it can take place. Claims made without permission will not be honoured.

Payments of expenses where these have been, or are already met by the LA or 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 and authorised by the School Business Manager.

The governing body will review the policy annually.