



ALL SAINTS

CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

Governors' Allowances

Approved by: Board of Governors Date: October 2018

Last reviewed on: June 2016

Next review due October 2021
by:

All Saints Catholic College is committed to remunerating school governors (including associate governors) for necessary allowances incurred during the course of legitimate governing body business as allowed under The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. The School's policy for governor allowances and expenses is as follows:

1. Payments may be claimed for the following categories of expenses:

A) Cost of travel on public transport or by motor vehicle (at the approved HMRC rate currently in force) to and from governors' meetings, sub-committee meetings, and other approved meetings, sessions, or activities, where governors' presence is required (e.g. attendance at staff appointments panels) except where these may be claimable elsewhere (e.g. from the LA).

B) Travel as above by private licensed taxi or registered mini-cab where it is impossible for the governor concerned to travel to a meeting by public transport or by his/her own vehicle.

C) Childminding, crèche, or nursery fees where these are unavoidable and essential (e.g. because no other care options are available) and fees have been paid formally to a person¹, persons, or business.

D) Care arrangements for an elderly relative on the same terms as for C) above.

E) Extra costs incurred by a governor in performing her/his duties either because (s)he has special needs or because English is not her/his first language;

F) Sundry expenses incurred as a result of legitimate governor activity, e.g. expenses related to attending a governor training course. These will only be payable when the expenses incurred would have been more than normally incurred and are unavoidable (e.g. cost of a meal in a restaurant).

2. Governors may not claim for attendance or be reimbursed for loss of earnings. Expenses will only be repaid where there has been a real cost incurred as a result of legitimate governor activity.

3. Payments will apply to all governors regardless of category or status, except additionally appointed governors should the School be subject to formal Special Measures, in which case expenses are paid by the DfE.

4. Payments shall be made from the School's earned income.

5. Claims for travel or subsistence cannot exceed the HMRC authorised mileage rates in force at the time of the claim.

6. Claims shall be considered on a case-by-case basis and cannot be made or paid in advance except in exceptional circumstances and where the exact amount to be claimed is verifiable. Payment shall only be made to the governor concerned where (s)he can produce appropriate documentation, e.g. a receipt, purchase order, or invoice for the relevant monetary amount, including petrol receipts where appropriate and where the expense has been agreed in advance by the Chairman. These documents should, where possible, be signed and the governor concerned should write a note to accompany the payment request to the School Business & Operations Manager to explain the payment.

¹Excluding payments to a current/former spouse or partner

7. Payments may also be made to associate members of the Board of Governors or committees, e.g. for attendance at committee meetings.
8. Payments shall be made by the School Business & Operations Manager in accordance with the School Financial Control Procedures.
9. Payments for legitimate claims are not taxable.
10. This policy will be reviewed annually at the second meeting of the Summer term.