

## **Governor's Expenses & Allowances Policy**

The Governing Body is committed to safeguarding and promoting the welfare of children and young people. We expect and require all members of the school community to share this commitment.

“School governance in England is rooted firmly in the principle of voluntary service. The Government is committed to maintaining and promoting this principle for governors of both academies and maintained schools. This is in line with Charity Law and corporate governance practice in other parts of the public sector.”

“There are a limited number of specific circumstances in which individuals serving as governors can receive payments from their school. However, this should only take place where it is clearly in the best interests of the school or academy.”

### **DfE (2014) Governors' Handbook**

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. 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 policy.

### **Eligible Expenses**

Categories of eligible expenditure are as follows:

- Care arrangements (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
- Support for governors whose first language is not English
- Telephone calls, postage, stationery, administrative costs
- Travel
- Subsistence

### **Allowance Rates**

Rates at which allowances are payable are as follows:

*Care Arrangements* - Actual hours incurred, up to a maximum of £5.00 per hour and a maximum of £25 per annum.

*Telephone calls, postage, stationery, administrative costs* – Actual costs incurred.

*Travel Rates* - In accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans, 24p per mile for motorcycles and 20p per mile for bicycles. 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. Travel by taxi may only be undertaken in exceptional circumstances by agreement with the Chair of Governors.

*Subsistence* - If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch, tea or dinner), reimbursement will be made for the food/drink items bought on the day claimed, in accordance with the rates paid by Cambridgeshire County Council.

### **Criteria for Claims**

- All claims must be forwarded to the Clerk for submission to the head teacher on the attached form within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement e.g. bus ticket, phone bill, till receipt. Wherever possible these should show any V.A.T. element.
- 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 Cambridge Nursery Federation Governing Body is committed to promoting quality and diversity, providing an inclusive and supportive environment for all. We are committed to equal opportunities and the promotion of non-discriminatory practices in all aspects of work undertaken within the Federation.

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Date: October 2015

Review: as required

