

# **St. Theresa's Catholic Primary School**

**St. Theresa's**  
Catholic Primary School



## **GOVERNORS' ALLOWANCES POLICY**

“We learn together, we play together, we pray together, we grow together in the love of God”

St. Theresa's  
Catholic Primary School



## Validation Grid

<b>Title</b>	Governors' Allowances Policy
<b>Author</b>	Barbara Costa
<b>Associate Author</b>	N/A
<b>Committee</b>	Finance
<b>Target Audience</b>	School Community
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Headteacher *Barbara Costa* Barbara Costa

Chair of Governors *Seamus McKenna* Seamus McKenna

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## **1. Usage of Policy**

The Governors of St. Theresa's Catholic Primary School (St. Theresa's / school) will be asked to review this document and sign it on an annual basis, at the first meeting in the autumn term.

## **2. Legal Framework**

This policy has due regard to the following legislation, including, but not limited to:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- This policy also has due regard to the following guidance:
- Department of Education (DfE) (2020) 'Governance handbook'

## **3. Introduction**

The Governance Handbook 2020 makes provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

Any claim for expenses has to be met from the school's delegated budget.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a governor or representative of the school and are agreed that they are justified before any reimbursable costs are incurred.

## **4. Examples of Acceptable Expenditure**

Governors will be able to claim for the following items listed below, on a case by case basis, and with the prior approval of the Governing Body:

### **Childcare or Babysitting**

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his / her child(ren).

### **Care arrangements for an elderly or dependent relative**

Costs may be claimed for situations similar to those for childcare.

### **Telephone charges, photocopying, stationery, etc.**

Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

## **Travel and subsistence**

Mileage may be claimed for distances exceeding 5 miles for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the rate of 45p per mile (this is the maximum level of the rates published by the HMRC for travel and subsistence).

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed up to a maximum amount of £10.00. Receipts will be required.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £5.00.

## **Making a claim**

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Governors should complete a claims form (Appendix 1) and submit it to the school secretary.

Claims should be authorised by the Chair of Governors (or Vice Chair if Chair is not available or is making the claim) and submitted to the school office for payment.

The policy and amounts payable will be reviewed on an annual basis.

This policy applies equally to all categories of governor, including associate members.

## **The Governing Body at St. Theresa's acknowledges that:**

- Governors may not be paid attendance allowance
- Governors may not be reimbursed for loss of earnings

**5. Appendix 1**

**St. Theresa's Claims Form**

<b>Name:</b>	<b>Date:</b>
<b>Claim period:</b>	

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

Signed: \_\_\_\_\_

Approved by: \_\_\_\_\_ Chair of Governors

<b>Expense Description</b>	<b>£</b>	<b>p</b>
Childcare / babysitting expenses		
Care arrangements for an elderly or dependent relative		
Travel to meetings / training courses		
Travel / subsistence to training events		
Telephone charges		

Postage		
Photocopying		
Stationery		
Other (please specify)		
<b>TOTAL EXPENSES CLAIMED</b>		

This form should be submitted to the school secretary, Nadia Orsi.