



This policy statement is in compliance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

The 2013 regulations state that:-

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 child care 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. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

Monitoring and Evaluation Arrangements:

The Finance and Staffing committee will review this policy annually.

Southcote Primary School Governors are entitled to claim the actual costs, which they incur as follows:-

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a Governor or representative of Southcote Primary School, and have been agreed by the governing body to be a justified reimbursable cost. Justification must occur prior to incurring costs.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the School Bursar and Executive Headteacher :-

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner); whereby arrangements have to be made that are different to normal;
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Mileage expenses incurred travelling to/from meetings and training courses in excess of 10 miles, to be payable at a rate not exceeding that of the current HMRC approved mileage rate.
- Travel (public transport) and subsistence costs, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Governing Body at Southcote Primary School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings;
- Governors should car share when attending the same event to minimise costs.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form on a termly basis (obtainable from the School Office), attaching receipts or supporting documentation.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

Signed	Lisa Telling	Executive Headteacher
Date	Summer 2016	
Ratified by Governors	Summer 2016	
Review Date	Summer 2017	