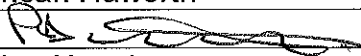
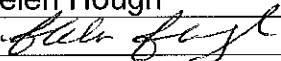


# Woodfall Primary School

## Governor Expenses Policy

June 2013



Date Agreed	In Consultation with	
	Name	Position
11 June 2013	Duncan Haworth 	Chair of Governors
11 June 2013	Helen Hough 	Headteacher
Date for Review:		

# **CONTENTS**

## **Section**

- 1 Introduction**
- 2 Travel Expenses**
- 3 Subsistence Allowances**
- 4 Childcare**
- 5 Specific Needs**
- 6 Other Needs**
- 7 Miscellaneous**
- 8 Claiming**
- 9 False Claims**
- 10 Monitoring**

**Woodfall Primary School – Governors’ Claims Form**

**Appendix 1 – Duncan Haworth**

## **1. INTRODUCTION**

1.1 The Governing Body of **Woodfall Primary** School will pay out of pocket expenses to members of the Governing Body for attendance on approved duties. The scheme will apply equally to all governors, but it is open to any individual to choose whether or not to claim expenses. The expenses that may be claimed are in six categories: travel, subsistence, childcare, specific needs, other needs, miscellaneous.

Any other expenses that fall outside the agreed expenses scheme have to be agreed by the Chair of Governors prior to the expenses having been incurred. Loss of earnings are specifically excluded from any expenses that are eligible to be claimed.

1.2 The following are agreed as approved duties:

- properly convened full Governing Body meetings
- properly convened Committee meetings of the Governing Body
- other duties designated by the Governing Body, e.g. acting as a member of a panel approved by the Governing Body for long/short listing/interviewing candidates for a staff appointment
- governors' formally agreed visits to the school will qualify but casual visits to the school will not qualify
- attendance at any training course organised by Cheshire West and Chester Local Authority
- attendance at any other training course with the prior approval of the Chair of Governors
- if any governors take on extra agreed duties in relation to school governance then these duties with appropriate policies for expenses will be recorded in Appendix 1

## **2. TRAVEL EXPENSES**

2.1 Travel expenses may be claimed where the distance between the governor's home and the school is greater than 5 miles. The Headteacher and any governor who is employed at the school will not be eligible to claim unless an additional return journey has been made to attend.

2.2 All payments are on the basis that the journey was undertaken and if governors share transport, only the car provider can claim.

2.3 Governors may claim:

- car mileage allowance at 45 pence per mile.
- the actual cost of public transport (including bus and train fares). All fares are on standard
- rate tickets or any discounted rates that might be available.
- the cost of car parking and any tolls incurred
- taxi fares if no other form of transport is available to a maximum of £20 per fare.

2.4 Other than for car mileage claims all other claims must be supported by receipts to confirm the actual expenditure incurred.

## **3. SUBSISTENCE ALLOWANCES**

3.1 Subsistence allowances are not attendance allowances, the payment of which would be unlawful. Governors may claim subsistence for attendance on the agreed approved duties (see 1.2 above) in accordance with the scale laid down by the Governing Body.

- 3.2 To qualify, an approved duty must exceed three hours and the governor must incur out of pocket expenses, supported by receipts to confirm the expenditure.
- 3.3 Some governing bodies have refreshments provided on a group basis. No subsistence may be claimed where refreshments are provided free (i.e. when the governors do not contribute to the cost).
- 3.4 The agreed subsistence allowances are:
- a maximum of £12 per person for lunch
  - a maximum of £25 per person for dinner if arrival at the final destination is after 10.00pm or away overnight
  - £80 for overnight accommodation in a hotel
  - drinks and snacks to a maximum of £5 per person per day.

#### **4. CHILDCARE**

- 4.1 Governors may claim an allowance for childcare costs incurred on approved duties (see 1.2 above). The allowance will be the actual expenses incurred *or* a maximum of £10 per hour for each child, excluding payments to a current / former spouse or partner.

#### **5 SPECIFIC NEEDS**

- 5.1 Governors may claim an allowance for costs relating to specific needs incurred on approved duties (see 1.2 above).

These may include:

- taxi fares where the governor has mobility issues
- support for the cost of a signer
- audio equipment
- Braille transcription
- cost of care arrangements for an elderly or dependant relative, excluding payments to a current / former spouse or partner.

- 5.2 For these allowances the prior approval of the finance committee of the governing body of Woodfall Primary School is required.

#### **6. OTHER NEEDS**

- 6.1 Governors may claim an allowance for costs relating to other needs (for example where their first language is not English). These may include:

- translation of documents

- 6.2 For this allowance the prior approval of the finance committee of the governing body of Woodfall Primary School is required.

#### **7. MISCELLANEOUS**

- 7.1 Governors may claim for the following costs incurred in carrying out their duties:

- telephone charges
- photocopying or printing; PC ink cartridges
- stationery including paper
- postage

7.2 The Governing Body will pay a maximum of £20 per annum in this category of allowance. Any claim under this category should be submitted in the Spring term.

## **8. CLAIMING**

8.1 Claim forms are available from the school office.

8.2 The claimant should complete and sign the form and pass it to the Chair of the Finance Committee of Woodfall Primary School Governing Body. If the expenses are being claimed by the Chair of the Finance Committee then they will be approved by the Chair of Governors.

The Chair of the Finance Committee of Woodfall Primary School Governing Body is responsible for:

- verifying entitlement to the claim (i.e. that the claim relates to approved duties and that the claimant did attend)
- affirming that the claim seems reasonable
- certifying the claim and forwarding it the School Office

8.3 The School Office Manager is responsible for:

- paying any agreed claims by cheque
- maintaining a record of claims which helps the Governing Body to exercise budgetary control and meets any requirement to report information about expenditure on governors' expenses

8.4 Unless substantial sums are involved, governors should claim termly in arrears.

## **9. FALSE CLAIMS**

9.1 If the school or governing body considers that any expenditure claimed was not legitimately incurred on behalf of agreed governing body business or they appear excessive then the Chair of Governors may request further details from the governor submitting the expenses. The governing body may withhold payment where insufficient supporting documents are provided.

9.2 Any abuse of the governors' allowance policy will not be tolerated and will lead to further action, such as suspension, under the Law for Governors.

## **10.0 MONITORING**

10.1 The school will produce an annual report showing the total spend on governors' expenses, which will be presented to the summer term meeting of the governing body.

# WOODFALL PRIMARY SCHOOL

## GOVERNORS' CLAIMS FORM

NAME OF GOVERNOR .....

DATE OF CLAIM.....

I claim the following governor expenses as detailed below against the agreed expenses policy of Woodfall Primary School. I have attached relevant receipts to support my claim.

Signed .....

	Expenses claimed (£)
Travel	
Subsistence	
Childcare	
Specific Needs	
Other Needs	
Miscellaneous	
<b>TOTAL EXPENSES CLAIMED</b>	

Expenses confirmed by Chair of Finance or Chair of Governors	
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## APPENDIX 1

### **DUNCAN HAWORTH**

- Duncan Haworth as a direct consequence of his work as a National Leader of Governance is eligible for an annual grant of £2000 given to the school by the National College for Teaching and Leadership.
- He can claim expenses against this grant for work directly related to being a National Leader of Governance. All claims for expenses will be as per the schedule agreed by the governing body for expenses.
- Grant which is not spent in expenses will be used to further governance at Woodfall Primary School and other local schools.