



## LOWTHER ENDOWED SCHOOL GOVERNING BODY

Lowther Endowed School, Hackthorpe, Penrith, CA10 2HT

### POLICY STATEMENT ON GOVERNORS' ALLOWANCES AND EXPENSES

The Education (Governors' Allowances) Regulations 2003 state that

*"payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry their governor duties"*

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing body committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the Governing Body's commitment to ensuring equality of participation for all Governors. Governors cannot be paid attendance allowances or for any loss of earnings.

Allowances and reasonable expenses necessarily incurred, which must be approved in advance by the Chair, for which a claim may be made comprise the following:

- **Child care or baby-sitting expenses.**

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence in which that governor attends meetings of the governing body or its committees or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

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

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

- **Governors whose first language is not English**

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

- **Governors with a special need**

Where the school or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will may be made for the cost of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing support, as the case may be.

- **Telephone charges, photocopying costs and stationery**

May be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- **Travel and subsistence**

Mileage may be claimed where the distance between the governors' home and the school exceeds 3 miles. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the prevailing rate claimed by Local Authority employees. Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

The Governing Body acknowledges that:

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

### **Claiming**

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be made to the Clerk to the Governors and authorised by the Chair of Governors.

The Governing Body will review the policy every four years.

Adopted by the Governing Body on 5<sup>th</sup> June 2017

Date of Next Review: January 2024