



RAVENSWOOD SCHOOL POLICY FOR PAYING ALLOWANCES TO SCHOOL GOVERNORS

Governors and associate members **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.

Where meetings are other than at Ravenswood School the prior authorisation of the Chair of Governors is required

Governors **cannot claim** attendance allowance, or for actual or potential loss of earnings or income.

All governors and associate members are eligible to claim allowances in accordance with this scheme. Whether each governor or associate chooses to make a claim is entirely up to the individual concerned, but they have that right.

Eligible Expenses

Categories of eligible expenses are as follows:

- Travel
- Telephone charges, photocopying, stationery etc
- Subsistence (i.e. reimbursement for meals purchased that would not have otherwise been bought).
- Childcare or babysitting arrangements where a relative or a partner does not provide these
- Care arrangements for an elderly or dependant relative where a relative or partner does not provide these

Allowance Rates

Rates at which allowances are payable are as follows:

- Travel
- When using public transport, the actual costs incurred.
Rate is 40p per mile for cars and 21p per mile for motorcycles

- Telephone calls, photocopying, stationery
- Actual costs incurred. * See Note 1

- Subsistence
- incurred when acting on behalf of Ravenswood School governing body, and when the expenditure thus incurred is over and above that which would be normally spent for the meal and/or refreshments in question.

The following are the expected maximum that should be claimed for meals and/or refreshments:

Refreshments incurred during travel	£5.00
Lunch (where not supplied)	£7.50
Breakfast (journey commenced before 06:30)	£5.00
Evening meal (if journey ends after 21:00)	£12.50

Governors will be reimbursed for reasonable expenses for meal and refreshment costs, provided that the expenses are necessarily and exclusively

Note: These are NOT allowances; every item must be receipted

→ Childcare and Care arrangements: Actual costs incurred, up to a maximum of £7 per hour

Claims

In order to provide a clear audit trail, governors claiming allowances should ensure that:

- All claims must be submitted to the chair on the agreed form by the end of the terms 2, 4 or 6 after the expenditure being incurred (except for telephone calls which should be submitted at the end of the term 2, 4 or 6 following the bill)
- Receipts must be submitted to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls. Or if itemised bills are not available a listing of all calls and approximate duration should be provided.

Financial Management

The school's normal systems for authorising and processing payments will apply to claims made under this scheme, which will be met from the school's delegated budget.

- The business committee will consider this document, in view of changes to the published mileage rates approved by the North Somerset.
- The governing body will approve any changes to this policy, following recommendations by the finance committee each year.
- The governing body will agree a budget for the payment of governor's expenses each financial year.
- Where allowable expenses are likely to exceed the budget, this should be discussed with the finance committee, who have responsibility for monitoring this policy and the expenditure against agreed budget.
- The Headteacher will commit the expenditure to the relevant budget and keep a record, together with the completed claim forms.

General Comments

If clarification is required, governors should refer to the DfES publication 'Paying Allowances to School Governors', a copy of which may be obtained from North Somerset Council's Policy & Governor Support.

History of document

History of previous versions deleted as no change in last 3 years.

Issue No.	Author/Owner	Date Reviewed	Approved by Governors on	Comments
1	Business Committee	Sept 2014	3/9/14	
2	Business Committee	Sept 2015	09/09/15	
3	Business Committee	Sept 2016	07/09/16	
4	FGB	Sept 17	06/09/17	Subsistence allowance for breakfast reduced
5.	FGB	Sept 18	05/09/18	No change
6.	FGB	Sept 19	03/02/19	Review of level of expenses
7.	FGB	Sept 20	02/09/2020	Review and minor change in name of committee and new school logo

Notes

1. Governors are encouraged to make telephone calls, post letters, make photocopies and obtain stationery from within school to assist in their duties as governor, wherever possible.

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Ravenswood School will try to make available access to a computer, with Internet capability to assist governors in their role, at a time to suit both parties.

2. If the Chair has the responsibility for signing the claim form, the Headteacher should sign off any claim submitted by the Chair.
3. Re-imbusement of small value/infrequent claims may be administered through petty cash. If regular higher value claims are being processed then these should be processed through the Creditors process.



**Claim for reimbursement of governor expenses
in accordance with the governing body's policy for the payment of governors
allowances**

for the period from: to:

NAME:

Care arrangements: Child care/dependant relative care **Date:**

from: **to:** **..... Hrs @ £ p/h** **£**

Signed: **(Carer)** **Date:**

Telephone charges: as per attached itemised bill/call listing **£**

Postage:
 letters @ p each £ *As agreed in the minutes or copy*
 letters @ p each £ *letter or certificate of postage*
attached **£**

Stationery or other expenses: as per attached receipt **£**

Travel expenses: As per attached sheet

Venue: **Date:**

No. of miles **At 40p per mile (car)/21p (motorbike)** **£**

Subsistence: meals/drinks purchase as per attached receipt

Reason for claim: **£**

TOTAL CLAIMED **£**

Signature of claimant **Date:**

Signature of chair/head..... **Date:**

Passed to administrator for payment **Date:**