



**THE FOREST FEDERATION**

**Governors Allowances**

**Overview**

The Education (Governors' Allowances) Regulations 2003 allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty".

Governors may claim allowances in respect of actual expenditure incurred while attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body. Governors may not claim for actual or potential loss of earnings or income.

**It is the Governors policy not to reimburse expenses unless agreed in advance with the Chair of Governors.**

**Eligible Expenses**

Telephone calls stationary and postage 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. Mileage may be claimed where the distance between the governors' home and the school or other venue which governors are required to attend on business related to the work of the governing body (e.g. meetings, training courses, visits to other providers, etc.) exceeds 3 miles. Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. 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 or personal vehicle 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 rate of 15p per mile. No allowance will be made for the use of a pedal cycle.

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, 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. 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 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 be limited to reimbursing 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.

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.

**Criteria for Claims**

To reduce administration governors are asked to claim termly in arrears, prior to the end of the financial year in question. Claims should be made to the school secretary and must be authorised by the Chair of Governors or Chair of Finance Committee prior to the event.

- Receipts must be supplied 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

**Financial Systems**

- The school's normal systems for authorising and processing payments will apply to claims made under this scheme

Signed:

Date: