



Loreto High School Chorlton

Governors' Allowances Policy

Approved: November 2018

Governors' Allowances Policy

The amount of time the governors dedicate to the school is very much appreciated and school would wish to be reasonable in considering out of pocket expenses arising from their role.

Regulation 28 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 makes provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

Any claim for expenses has to be met from the school's delegated budget.
Governors may not be paid attendance allowance.
Governors may not be reimbursed for loss of earnings.

The Governing Body delegates the authority to the Head Teacher for the implementation of this policy and approval of expenditure within the set budget.

Paying Allowances

Governors must obtain prior approval from the Headteacher on a case by case basis before any reimbursable costs are incurred.

For each category listed below, Governors are entitled to claim the actual costs that they incur in carrying out their duties as a Governor of Loreto High School.

Child care or babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

Care arrangements for an elderly or dependent relative

Costs may be claimed for situations similar to those for child care.

Telephone charges, photocopying, stationery, etc

Wherever possible a governor should use the school facilities. Only in exceptional circumstances will expenditure be reimbursed where these functions have been paid for independently. Receipts must be submitted where appropriate; in all other cases a detailed written record should be made, signed and submitted.

Travel and subsistence

Travel costs should be kept to the minimum possible taking into consideration the timing of the event and other commitments the Governor may have.

Mileage may be claimed for the purpose of attendance at meetings of the governing body or its committees or agreed training courses or other agreed activities. Claims will be reimbursed at the rate of 40p per mile. Reasonable car parking charges that would not otherwise have been purchased will be reimbursed. Receipts will be required.

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances incurred, ie for meals that would not otherwise have been purchased will be reimbursed upon the production of a receipt up to a maximum amount of £ 10/day. Alcoholic beverages will not be reimbursed.

Making a claim

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial, in which case they should contact the Finance Office.

Claims should be authorised by the Head Teacher and submitted to (school bursar) for payment.

This policy applies equally to all categories of governor, including associate members.



Loreto High School Chorlton

Governor's Expense Claim

Governor's name: _____

Address: _____

I claim the total sum of £ _____ in respect of expenses incurred whilst carrying out my duties as a governor / associate member of Loreto High School Governing Body. I have given details of the reason for the expense eg date and name of the event attended.

I have attached the relevant receipts in support of my claim.

Signed: _____ Date: _____

Expense	Reason/Event	Date	£
Child care / babysitting			
Care for dependent relative(s)			
Mileage Costs			
Miles: @ 40p/ mile			
Car Parking			
Other Travel			
Subsistence			
Postage			
Stationery			
Other (please specify)			
Total claimed			

This form should be submitted to: **The Finance Manager, The Finance Office, Loreto High School, Nell Lane, Chorlton, Manchester, M21 7SW**