

# St Antony's Catholic Primary School



## Governors' Charging and Remissions Policy

Learning together  
in  
God's love

Agreed by Finance Committee: Autumn 2014  
Agreed by Governing Body: Summer 2015  
Review date: Autumn 2018

# **St. Antony's Catholic Primary School**

## **Governors' Charging and Remission Policy**

### **Rationale**

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". The regulations make 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.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013.

### **Aim**

The governing body plays a key role in the leadership and management of the school. Individual governors should not be deterred from playing their full part because of incidental costs.

### **Equality impact**

This is referenced to the school's General Duty on equality, and should help to ensure that financial constraints do not prevent eligible individuals from becoming governors.

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.

Any claim for expenses has to be met from the school's delegated budget.

### **Expenditure Categories**

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

1. 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).

2. Care arrangements for an elderly or dependent relative

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

3. Governors with a special need

The School may cover costs for a Governor who is not able to attend to their Governing duty unaided due to a physical impairment or disability.

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.

4. 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.

5. Telephone charges, photocopying, stationery, etc

Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

6. Travel and subsistence

Mileage may be claimed for distances exceeding 5 miles for the purpose of attendance at meetings of the governing body or its committees or other agreed activities.

Claims will be reimbursed at the rate of 45p per mile (this must not exceed the maximum level of the rates published by the Inland Revenue for travel and subsistence).

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, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £10.00.

### **Making a claim**

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 unless the amount to be claimed is substantial.

Claims should be authorised jointly by the Chair of Governors and Chair of the Finance Committee (or their respective Vice-Chair in the event the Chair is the Governor making the claim) and submitted to the Finance Office for payment.

### **Monitoring and Evaluation**

The governing body will monitor and evaluate the impact of the policy through the Management and Standards committee on an annual basis with reference to attendance records of governors at meetings and to the total sum paid out.

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