

PARLEY FIRST SCHOOL



PAYING ALLOWANCES TO SCHOOL GOVERNORS POLICY

The school governors agree the following policy in respect of payment of out of pocket expenses.

Governor allowances will be paid from the school's delegated budget.

Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.

Travel Expenses

Claims are only admissible if the governor has actually made the journey by car or public transport as a result of attending an approved duty with prior consent from governors. Governors attending training sessions can claim directly to Dorset Governors Services.

Where governors share transport, only the provider may claim.

Actual cost of tolls and ferries may be reimbursed.

Travel by taxis is not reclaimable but mileage may be claimed instead.

Subsistence

Governors may not claim subsistence unless governors have given prior consent.

Sundry Expenses

Governors may not claim sundry expenses as such items (postage, stationary, telephone calls etc.) will be made available through the school.

Care arrangements

Governors may not claim for childcare or the care of elderly or other dependent relatives.

Review of rates

The Finance Committee will review travel rates annually. The rates may not exceed those laid down by statutory regulation. The current rate will be 40p per mile. For

public transport, actual costs incurred will be reimbursed. However, where more than one class of fare is available, the rate shall be limited to second-class rates.

Administration

All claims must be submitted to the headteacher for approval within one month of the expenditure being incurred. The headteacher will verify that the claim relates to an approved duty, that the claimant did attend and that the claim seems reasonable.

Receipts must be supplied to support claims for reimbursement.

Claims approved by the headteacher are to be passed to the finance officer for reimbursement.

Reporting

The Governing Body is required by law to state the total expenses paid to governors in their annual report to parents.

It is not necessary to report individual payments but governing bodies will be aware of the need for all such payments to be seen to be above board, and it is recommended good practice to have a list of payments available should the question be asked.

Policy Reviewed: Feb 2012

Reviewed annually

Next Review: Spring 2013