

EWANRIGG JUNIOR SCHOOL, MARYPORT
POLICY STATEMENT ON GOVERNORS' ALLOWANCES AND EXPENSES

INTRODUCTION:

The Education (Governors' Allowances) Regulations 1999, REVISED September 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".

AIM:

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.

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

- **TRAVEL & SUBSISTENCE**

Where a governor has to travel for training or meetings, travel costs must be kept as low as practicable and shall not exceed £0.45 per mile. Any overnight accommodation should not exceed £50.00 per night and all meals must be receipted and reimbursed with receipts. Alcohol is non-claimable.

- **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 for an elderly or dependent relative**

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.

- **Telephone charges, photocopying costs and stationery**

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.

Revised:

GB approved:

Review timetable: Every year

Next Review:

Sub-Committees: Finance