

HELBY HIGH SCHOOL

GOVERNORS' ALLOWANCES POLICY

This policy statement has been developed in accordance with the The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Helsby High School Governing Body believes that paying governor' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All governors of Helsby High School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Helsby High School, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Finance Committee of the Governing Body:
 - Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile which does not exceed the specified rates for school personnel;
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Governing Body at Helsby High School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Finance Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by Chair of Finance to be presented to the Finance Committee (which meets at least once per -term) for final approval.

Governors using their own vehicle on Governing Body Business and wishing to claim travel expenses must ensure they are insured for business use. A copy of drivers licence, motor insurance and MOT certificate (if applicable) must be attached to any expenses claim form.

Governing Body expenses will be reimbursed from the employee training section of the schools delegated budget.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.

Inland Revenue mileage payments for business travel in Employee's own vehicle:

Type of vehicle	Rate per business mile 2017-18
Car	For tax purposes: 45p for the first 10,000 business miles in a tax year, then 25p for each subsequent mile For NICs purposes: 45p for all business miles
Motorcycle	24p for both tax and NICs purposes and for all business miles
Cycle	20p for both tax and NICs purposes and for all business miles

Model Claims Form

Name:	Name of School:
Address	Date:
Post Code	Claim Period:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

This form should be submitted to: Helsby High School, Finance Office