



St Crispin's School Policy

Governor Allowances Policy

Version Number	Date Created	Changes or reason for Update	Date Approved
V1	Feb 09	First Issue	16/3/09
V2	Mar 11	Reviewed – no change	July 2011
V3	Mar 13	Reviewed – no change	25/03/2013
V4	Mar 15	Revised for 2013 Regulations	

Next Review of this Policy is due 03/2017



Policy

1. Governors provide a voluntary service and cannot be paid for their role as a Governor, nor recompensed for loss of earnings. It has been agreed that reasonable “out of pocket” expenses can be reimbursed to Governors who wished to claim these.
2. It is agreed that St Crispin's should follow the guidelines issued by the School Governors (Roles, Regulations and Allowances) England Regulations, 2013. It is agreed that any updates to these guidelines would apply to the prevailing processes and guidelines at St Crispin's.
3. Governors who wished to claim expenses would need to provide a receipt or a statement of payments made where a receipt would not readily be available – for example in the case of babysitting.
4. Pre-authorisation of expenses is expected except in exceptional circumstances.
5. Claims would be allowed for any reasonable expense incurred while undertaking duties as a governor.
6. A definitive list has not been produced due to the potential nature of some eligible claims and the difficulty of identifying these. However, typical examples are travel to meetings, computer paper and ink, telephone costs associated with governor's duties and general travel expenses to functions connected to the role – for example, training evenings.
7. Travel expenses will be paid at a rate not exceeding the HMRC approved mileage rates in line with Wokingham Borough Council's Members Travel and Subsistence Allowance (currently 45p per mile for the first 10,000 miles for private car users), Public transport will be reimbursed against receipts for standard class travel.
8. Claims would be authorised by the Chair and the School Business Manager would arrange for re-imburement to be made. The Chair's expenses will need approval of the School Business Manager. The School Business Manager will make arrangements for reporting payments made as these are auditable by the LA.
9. Details of expenses reimbursed would be in the public domain.
10. All governors are eligible to claim expenses.