



## **Ripple Primary School**

# **Governors and Associate Members Allowance** **Policy**

### **Introduction**

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

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

### **Paying Allowances**

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or Associate member of Ripple Primary School. Examples of expenses that could be claimed for include child care or babysitting expenses, care arrangements for an elderly or dependent relative, telephone charges, photocopying, stationery and travel and subsistence expenses.

### **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).

### **Care arrangements for an elderly or dependent relative**

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

### **Telephone charges, photocopying and stationery**

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.

### **Travel and subsistence**

Mileage may be claimed for distances exceeding 10 (ten) 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 for the first 100 miles, then 25p for all subsequent miles.

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 at all times.

Claims for subsistence allowances, ie 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 £20.00

### **Making a claim**

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be authorised by the Chair of the Finance Committee or Chair of Governors and submitted to the office for payment.

The policy and amounts payable will be reviewed on an annual basis.

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

**Approved by the Chair of Finance / Governors:**

**Signed:** .....

**Dated:** .....



## Ripple Primary School

### Claim form for the payment of expenses and allowances for Governors and Associate members

**Governors' name:** .....

**Address:** .....

I claim the total sum of £ ..... in respect of expenses incurred whilst carrying out my duties as a governor / associate member of Ripple Primary School.

I have attached the relevant receipts in support of my claim.

**Signed:** .....

**Date:** .....

	£
Child care / babysitting	
Care for dependant relative(s)	
Travel costs (specify costs incurred and for what purpose)	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
<b>Total claimed</b>	