



**ST BERNARD'S PREPARATORY SCHOOL**

**GOVERNOR ALLOWANCES POLICY**

**ADVENT 2018**

# St Bernard's Preparatory School

## Governor Allowances Policy

### Mission Statement

**With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.**

**St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.**

St Bernard's Preparatory School has developed this policy in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended). These regulations make provision for allowances to be paid for any expenditure ***'necessarily incurred by that person for the purpose of enabling him to perform any duty as a governor'***.

The duties of governors are varied and this policy outlines how the school pays governor allowances from the school annual budget in order to support them as they carry out their duties in school. Governors are a key part of the school leadership team and using part of the school budget in this way is an effective use of funding. This policy outlines the good practice guidelines and cost claims regulations that are in place to help us ensure that there is equality when it comes to spending and that all school funds are being used in a way that best supports our school community.

All expenses claims must be met from the school's delegated budget. Payment can be made from any other source of income to the school (e.g. private funds) as long as the person providing those funds is made aware that they might be used for that purpose.

## 1. Eligible Allowances

In all circumstances surrounding claiming costs, appropriate proof of payment must be provided. Governors are entitled to claim the actual costs for the following on a case-by-case basis and with the prior approval of the governing body:

- Childcare or babysitting while the governor is attending meetings of the governing body, one of its committees, or other agreed activities such as training events. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives at home to care for his or her child(ren).
- Care arrangements for an elderly or dependent relative. Costs claimed in this situation would be done in the same way as is arranged for childcare.
- There may be cases where telephone charges, photocopying or stationery charges are incurred where the governor is unable to use the school's facilities to carry out their duties. Receipted accounts or at the least detailed written records should be made and submitted.
- Travel claims may be made where governors are required to travel to meetings of the governing body, or meetings of its committees, or other agreed activities. Mileage may be claimed for distances exceeding ten miles in total at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate, as published from time to time. Where public transport is used the actual cost of expenditure will be reimbursed. Receipts must be provided for claims.
- Subsistence allowances, such as for meals that would otherwise not have been purchased or car parking charges may also be reimbursed upon production of a receipt.

The list above is not exhaustive and there may be a need for alternative claims in certain individual circumstances. Any claims for other allowances should be submitted for consideration by the Chair of governors in advance of the costs being incurred where this is practicable.

### **Governors will not:**

- be paid an attendance allowance
- be reimbursed for loss of earnings.

## 2. Making a claim

Governors who wish to make a claim must fill out an expense claims form (see Appendix 1). Receipts must be attached and claims must be made within two weeks of the expense being incurred. The Bursar will approve claims and claims forms should be addressed to them.

Claims will be investigated by the Chair of governors if they appear excessive or inconsistent. Action may be taken against any governor who submits misleading claims.

Signed by

\_\_\_\_\_ Chair of Governors

Date: .....

\_\_\_\_\_ Headteacher

Date: .....

This document will be reviewed annually.



## Appendix 1: Expense claim form

### St Bernard's Preparatory School Expense claim form

**PLEASE ATTACH ALL RELEVANT RECEIPTS FIRMLY TO THIS FORM**

Name..... Date.....

**Expense claim** (list additional expenses on back of form)

Date	Expense	Amount
<b>Total:</b>		

**Mileage expense claim** (list additional expenses on back of form)

Date	Expense	Amount
<b>Total:</b>		

I certify that this is a true and accurate claim for approved expenses incurred by me whilst carrying out work directly related to my duties as a school governor and that no payment has been received for them. I request reimbursement for the costs listed on this form to the total amount of:

Total expense claimed:	
------------------------	--

Claimant's signature ..... Date .....

**Certified by:** Name ..... Date.....

Signature .....

*St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*