



## Broughton Hall Catholic High School

### GOVERNOR ALLOWANCES & EXPENSES POLICY

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's budget to governors for expenditure necessarily incurred in carrying out their duties as a governor of the school. This governing body believes that paying governors' allowances 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.

From 4<sup>th</sup> March 2022, all governors of Broughton Hall Catholic High School will be entitled to claim the actual costs, which they incur as follows:

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Broughton Hall Catholic High School, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

- Childcare or child minding 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 LCCs approved rate) up to the first 10,000 business miles;
- Travel and subsistence costs (which do not exceed LCCs approved rates) associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

It is acknowledged that:

- Governors may not be paid an 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, attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred. The expense claim form will be submitted to the Finance Committee for final approval.

This policy is reviewed annually.

*Signed by:*

*Chair of Governors:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Head Teacher:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Agreed at the Governing Body Meeting on:* \_\_\_\_\_



## Broughton Hall Catholic High School

### GOVERNOR ALLOWANCES & EXPENSES CLAIMS FORM

<b>School: Broughton Hall Catholic High School</b>	<b>Name of Governor:</b>
<b>Address:</b>	<b>Date:</b>
<b>Post Code:</b>	<b>Claim Period:</b>

I claim the total sum of £..... for governor expenses as detailed below.

I have attached the relevant receipts to support my claim.

Signed.....

	£
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)	
<b>TOTAL EXPENSES CLAIMED</b>	

*This form is subject to scrutiny by Internal Audit*

This form should be submitted within two weeks of the date when the allowances were incurred to:

Mrs G Smith  
 Clerk to Governors  
 Broughton Hall Catholic High School  
 Yew Tree Lane  
 West Derby  
 Liverpool L12 9HJ