

**MARLBOROUGH PRIMARY SCHOOL
GOVERNORS' EXPENSES POLICY
OCTOBER 2017**



Date of Policy Review:	Reviewer:	Date Ratified by Governors:	Date Shared with Staff:	Date of Next Review:
October 2017	Mrs D. Byron Mr K. Ward	November 2017	October 2017	October 2018

Article 28: *Children have a right to a good quality education*

Article 29: *Children have the right to an education which develops their interests, talents and abilities*

Rights Respecting Schools

As a Rights-Respecting School, we use children's rights to underpin everything we do and learn. Marlborough Primary School has been working closely with [UNICEF](#), and is a 'Rights Respecting' School. The term is bestowed on those schools who, in the eyes of UNICEF, put the '[UN Convention on the Rights of the Child](#)', (UNCRC) at the heart of their planning, policies, practice and ethos.

UNCRC is a list of rights that all children, everywhere in the world, have. The rights are all the things that children and young people need to make sure they are healthy, happy and safe. A rights-respecting school not only teaches about children's rights, but also models rights and respect in all its relationships: between adults and children, between children themselves, and between adults themselves.



1. Purpose

The purpose of this policy is to set out a framework for governors to claim for reasonable expenses in the exercise of their duties. The Education (Governors' Allowances) Regulations, that came into force on 1 September 2003, replacing the Education (Governors' Allowances) Regulations 1999, and made under sections 19 (3) and 210 (7) of the Education Act 2002 permits the Governing Body to pay governors such expenses from the school budget.

This policy is to be reviewed annually by the appropriate (usually Finance and Premises) Committee at the first meeting of the financial year – in the summer term.

2. Who was consulted?

Members of the Governing Body considered a draft outline of this paper before agreeing to the provisions contained within it.

3. Relationship to other policies

One of the key responsibilities of the Governing Body is to determine the direction in which the school should develop. In effect, governors are required to construct new policies and bring extant ones up to date. In carrying out this function, it is not unusual for governors, who work in a voluntary capacity, to receive reasonable expenses.

4. Expenses governors may claim

The following expenses may be claimed by governors.

a. Travel

- i. Claims may be made by governors to cover the cost of travel by public transport if they are discharging official responsibilities to
 - attend meetings of the Governing Body and its Committees;
 - official school visits; and
 - extra duties and projects - for example where governors are asked to undertake special tasks, visiting other schools and attending conferences on the school's behalf for a particular purpose.
- ii. When making travel claims, governors must provide appropriate bus, tube and train tickets and details of the journeys made.
- iii. Physically disabled governors may claim travel expenses by taxi. Receipts must be produced for the governors to be reimbursed.
- iv. Mileage may be claimed for the use of private cars at the following rate, which does not exceed those set out by the Inland Revenue.
 - For a car or van, 40p a mile.
 - For a motorcycle, 24p a mile.
 - For a bicycle, 20p a mile.

The maximum that may be paid for expenses per governor per meeting for travel will be £20.00.

b. Care for Relatives

Carer allowance will also be paid for looking after children or elderly or disabled relatives in cases where attendance is possible only if care cover is arranged. The amounts paid will be in line with the London living wage (currently at £8.80 an hour) or the actual amount paid if lower. A pay will be made only if the cover of the care is to a third party and **not a member of the immediate family**. A receipt giving the name and address of the person providing the care, the amount paid, the hours covered and the carer's signature must be supplied as part of the claim.

NB. There is a cap on the payment per meeting per governor for this of £20.00.

c. Clerical Expenses

Reasonable expenses will be paid to governors incurring clerical costs in pursuit of their duties. Such costs are to be agreed in principle in advance by the Governing Body and receipts must be provided for all claims.

5. What expenses may not be paid

The regulations specifically proscribe governors from claiming attendance allowances for meetings or for loss of earnings.

6. How should claims be made?

- a. Governors (including the Chair and Vice Chair) should submit their claims on the appropriate form to the Headteacher and, where possible, receipts should be attached to these claims. The Headteacher will ratify such claims. Where a claim is subject to question, the Headteacher should refer it back to the governor who has made it.
- b. In the event of a dispute, the decision of the Chair is final. Where the Chair makes the claim, the Vice Chair's word will be final.
- c. Where the Headteacher makes a claim, the Chair of Governors will ratify it. In the event of a dispute arising from the Chair and the Headteacher about the veracity of a claim, the Vice Chair of Governors' judgement will be sought and her/his decision will be final.
- d. The Chair of Governors and the Chair of the Finance and Premises Committee will countersign each claim to sanction payment.
- e. Claims must be made within 30 days of the expenditure otherwise they will may not be payable.

7. Availability of Policy

All existing governors (and new governors at their first meeting) will be given a copy of this policy.

8. Evaluation

This policy will be reviewed, in particular the rates for paying the expenses, by the Governing Body in the autumn