

The Levett School



The Levett School

Positivity | Determination | Reflection | Integrity

Governors' Allowances Policy

<i>Policy agreed by Governors on:</i>	
<i>Review date for Governors:</i>	2 years
<i>Allocated Group/Person to Review:</i>	Headteacher
<i>Agreed frequency of Review, by allocated person:</i>	Every Year
<i>Last Review date:</i>	Jan 2021

Lower School, Melton Road, Sprotbrough, Doncaster, DN5 7SB

Upper School, Lansdowne Road, Intake, Doncaster, DN2 6QN



Doncaster
Council

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Overview

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow Governing Bodies of maintained schools, who have a delegated budget, to decide whether they wish to reimburse Governors and Associate Members of the Governing Body, for any expenses they have incurred when serving as a Governor.

The Governing Body has agreed to pay reasonable allowances to cover any costs incurred by members of the Governing Body through carrying out their duties. This policy has been created with the aim of ensuring all Governors, and non-Governors (Associate Members) receive reimbursements for any expenses incurred. This does not include attendance allowance or payment to cover loss of earnings.

The Levett School believes that including payment for Governors is important in ensuring equality for all Governors and no member of the community is prevented from becoming a Governor on the grounds of cost.

What Governors can claim expenses for

Governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the Governing Body:

Childcare

In cases where a Governor does not have a spouse or family member to care for a child when the Governor must attend meetings relating to the work of the Governing Body, expenses will be provided for the cost of childcare or a babysitter.

Care Arrangements

Allowances will be reimbursed for the cost of care for elderly or dependant relatives where the Governor must be absent due to their Governor duties.

Specific needs

The circumstances in which Governors can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription, etc.

Telephone charges, photocopying, stationery, etc.

Claims for reimbursements can be made where a Governor is unable to use the school's facilities for any of the above.

Travel

- Claims for expenses may be made for travel between the Governor's household and The Levett School, at the level of mileage rates published by HMRC which are published on the HMRC website
- The nature of the visit must be related to the work of the Governing Body, e.g. Governors' meetings, training courses, etc.
- Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.
- The costs of parking for business away from the school, where necessary, will be paid upon production of a valid receipt.

This list is not exhaustive and the school may decide to reimburse in other instances, however, this must be agreed by the Governing Body and specified in the policy.

How expenses are claimed

- Claims must be made using the standard claim form (Appendix A) and submitted to The Levett School for approval and processing. Completed forms should be sent to:

School Business Manager
The Levett School
Melton Road
Sprotbrough
Doncaster
DN5 7SB

admin@levett.doncaster.sch.uk

- Any claims will not be reimbursed unless authorised by the Headteacher or Business Manager.
- All claims will be subject to independent audit. The school has the right to refuse payment if a claim is submitted without the required evidence.

Appendix A – Governors’ Allowance Claim Form

Name of Governor:		Date:
Address		
Date of expenditure	Details of expenditure	Amount Claimed
Total amount claimed:		£

I certify that the above expenses are actual and necessary and have attached relevant receipts.

Signature of Governor:		Date:
Signature of authorisation:		Date:
Position held in school:		
Reimbursed by (name):		Date:

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