



# **Governors Allowance Policy** **Wincle CE Primary School**



Version: APPROVED

Updated: February 2024

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# GOVERNORS ALLOWANCE POLICY WINCLE C. E. SCHOOL

## Version control

Date updated:	Brief summary of changes:
February 2024	No alterations made. Changes made to train travel information.

## Our school's vision:

*Wincle School creates an enriching and outstanding rural education, nurturing the whole individual: body, mind and soul, inspiring rounded, happy, courageous children who exhibit a passion for learning, a confident faith, a loving concern for community and an inclusive respect for all.*

We encourage our pupils to 'Shine like Stars' (Philippians 2:15) and to do this run with the following acronym:

<b>S</b>	<b>Service</b>	<p>★ We would like our pupils to have the confidence to know that they can make a difference: have hope for the future.</p> <p>★ No act of kindness, no matter how small, is ever wasted." Aesop</p> <p>★ We encourage our pupils to challenge injustice and inequality</p>
<b>T</b>	<b>Theology</b>	<p>★ Our principles are founded on the truth that we are loved by the Father, saved by the Son and Sanctified by the Holy Spirit.</p> <p>★ We want to ignite passion and curiosity for learning, providing an exciting curriculum to inspire all learners to be the best they can be.</p>
<b>A</b>	<b>Attitude</b>	<p>★ We encourage our pupils to show integrity</p> <p>★ We would like our pupils to have the courage to fight for what is important</p> <p>★ When things are challenging, we would like our pupils to display perseverance and not give up.</p> <p>★ Learn from yesterday, live for today, hope for tomorrow" Albert Einstein</p>
<b>R</b>	<b>Relationships</b>	<p>★ We nurture the whole individual: body, mind and soul</p> <p>★ We encourage the pupils to respect every living creature and show compassion.</p> <p>★ We would like our children to treat other people as they would like to be treated following Jesus' example.</p> <p>We are all unique</p> <p>We help all children build trusting relationships</p>
<b>S</b>	<b>Shine like stars</b>	<p>★ Clothe yourselves with compassion, kindness, humility, gentleness and patience.' (Colossians 3:12)</p> <p>★ I am the Light of the world; he who follows Me will not walk in the darkness, but will have the Light of life." (John 8:12)</p> <p>★ We would like our pupils to shine in their behaviour, attitudes, relationships and learning.</p>

## 1. Introduction

Governors give their time generously for the benefit of the school. So that every governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her full part as a governor, the Governing Body formally agreed the following policy on paying governors' expenses.

## 2. Key Features of Policy

- Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a governor of this school.
- Governors cannot claim expenses for loss of earnings.
- Governors may be reimbursed for expenses incurred whilst attending governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:
  - Governors can only claim expense for the actual cost incurred (that is, the cost must have been incurred by the governor before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.

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- 3.2. It is the responsibility of governors to decide for themselves whether or not to claim.
- 3.3. The method of claiming expenses should ensure that governors are able to claim without embarrassment.
- 3.4. Existing Governors (and new governors at their first meeting) should be given a copy of this policy. The policy will also be made available on request to any prospective governor.
- 3.5. The policy should be reviewed annually by the Effectiveness of leadership and management committee and any changes agreed by the full Governing Body.

## 3. Approved Categories

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There are two approved categories:

1. Travel
2. Clerical

### 1. TRAVEL EXPENSES

**Public Transport** – reimbursement of fare upon production of ticket; rail travel should be by standard class and every effort should be made to use fares which offer best value.

**Car** - the latest mileage allowances should be applied.

**Taxi** – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a Governor.

### 2. CLERICAL EXPENSES (stamps, envelopes, photocopying etc)

Wherever possible, governors will use school facilities to facilitate any clerical requirements. In situations where costs are unavoidably incurred carrying out governors' duties, reference for payment will be made to the Administration Team or Head Teacher before expenses are incurred and will only be paid if agreed and accompanied by proof of purchase (e.g. till receipt)

## 4. Procedure for Claiming

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In order to provide a clear audit trail, governors claiming allowances should complete a copy of the attached proforma, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor is required) and proof that expenditure has occurred.

All claims for expenses must be agreed by either the Chair of the Governing Body or the Chair of

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Effectiveness of leadership and management committee before the costs are incurred.

Completed forms, signed by the Chair of the Governing Body or Chair of Effectiveness of leadership and management committee should be forwarded to the Administration Team who will arrange for payment by cheque.

If a governor is unsure about claiming for expenses, he or she should seek guidance from the Chair of the Effectiveness of leadership and management committee, who may in turn seek further guidance, should the need arise.

The Effectiveness of leadership and management committee agrees an annual budget to cover governors' expenses when the school sets its spending plan.

The Administration Team allocates the expenditure to the relevant budget, and keeps a record together with completed claims proformas.

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## WINCLE CE PRIMARY SCHOOL GOVERNING BODY

### GOVERNORS' EXPENSES CLAIM FORM

NAME: \_\_\_\_\_

I wish to claim £\_\_\_\_\_ (please insert amount claimed and tick appropriate boxes)

I CERTIFY THAT I ATTENDED A MEETING ON \_\_\_\_\_ (date)

AT \_\_\_\_\_

\_\_\_\_\_ Chair of the Meeting/Course Tutor (please print name)

\_\_\_\_\_ Signature of Chair/Course Tutor

**1. TRAVEL EXPENSES**

Rail Ticket – please attach ticket

Mileage for car – please list mileage incurred and cc of vehicle

Mileage \_\_\_\_\_ cc of car \_\_\_\_\_

Taxi fare – please attach receipt

**2. CLERICAL EXPENSES**

Please attach a list of the items purchased and a receipt to this proforma

**I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY**

\_\_\_\_\_ Chair of Governing Body / Resources

\_\_\_\_\_ Date

I CERTIFY THAT I HAVE RECEIVED £\_\_\_\_\_ IN RESPECT OF GOVERNORS' EXPENSES

\_\_\_\_\_ Claiming Governor (please print name)

\_\_\_\_\_ Signature \_\_\_\_\_ Date