



CHRISTIAN MALFORD
Church of England Primary School

Challenge Motivate Succeed

CHRISTIAN MALFORD, SEAGRY AND SOMERFORDS' WALTER POWELL PRIMARY SCHOOLS

Joint Local Board Members: Expenses Policy

Approved by: Joint Local Board

Adopted: July 2016

Due for review: July 2017

Joint Local Board members: Expenses Policy

Introduction

The Education (Governors' Allowances) Regulations 2003 allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty".

The aim of this policy is to ensure that a member (or non-member who is co-opted on to a Joint Local Board committee), is not out of pocket where the schools have derived a benefit from such outlay. The policy also reaffirms the Joint Local Board's commitment to ensuring equality of participation for all members. Members cannot be paid attendance allowances or for any loss of earnings.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- **Child care or baby sitting expenses**
Where a member does not have a spouse, partner or other responsible adult to care for a child/children during a period of absence, in which that member attends meetings of the Joint Local Board, its committees or in otherwise representing the school or Joint Local Board; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.
- **Care arrangements for an elderly or dependent relative**
Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the member would have provided during the period of their absence.
- **Members with a special need**
Where the school or Joint Local Board does not provide facilities or equipment to enable a member for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.
- **Members whose first language is not English**
The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.
- **Telephone charges, photocopying costs and stationery**
These may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the Local Board. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- **Travel and subsistence**

Mileage may be claimed only with prior agreement of the Resources Committee where the distance between the governor's home and the school exceeds 10 miles. The mileage rate will be agreed at that time by the Resources Committee. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the rate to be decided on application to the Resources Committee. Again, an allowance per mile may be claimed for use of a pedal cycle on application to the Resources Committee the rate of which will be agreed at that time. Payments of expenses where these have been, or are already, met by the LA or other body are excluded from this policy.

Claiming

To reduce administration, unless substantial sums are involved, members are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be made to the Clerk to the Joint Local Board, and authorised by Chair of the Joint Local Board and Resources Committee.

Policy review

This policy will be reviewed annually by the Joint Local Board.

This policy was agreed by the Joint Local Board of Christian Malford, Seagry and Somerfords, Walter Powell Primary Schools on 11th July 2016 and is due for review in July 2017..

Signed:..... Chair of Local Board