



THE LATYMER SCHOOL

Founded 1624

GOVERNORS' ALLOWANCES POLICY STATUTORY

Policy reviewed	Finance and Infrastructure Committee Oct 2023
Policy agreed	Full Governing Body November 2023
Review policy	October 2024

GOVERNORS' ALLOWANCES

ALLOWANCES FOR EXPENSES

STATEMENT ON GOVERNORS' ALLOWANCES AND EXPENSES

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing body committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

Regulation 28 of the Roles, Procedures and Allowances Regulations 2013 allows governing bodies to set up a scheme for the payment of allowances (out of pocket expenses) to members of the governing body, and associate members.

Governors of The Latymer School may submit expenses incurred to the finance office for reimbursement by **The Latymer Foundation at Edmonton**. Expenses will be paid on the provision of a receipt and approval of the Chair.

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

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 governing body. 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 where the distance between the governor's home and the school or other venue which governors are required to attend on business related to the work of the governing body (eg meetings, training courses, visits to other providers, etc.) exceeds 3 miles. Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. 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.

Mileage allowance will be reimbursed at the rate of 45p per mile. Subsistence costs will be reimbursed at a level of £10 per meal upon production of a valid receipt.

Any overnight stays and fee-paying courses must be approved by the Chair of Governors before being undertaken

Any expenses must be incurred on school business and governors must confirm this.

To minimise the administrative burden for the school, governors should claim any expenses in arrears on a termly basis unless the amount to be claimed is substantial. Expenses must be claimed by the end of the term following the term in which the expense incurred (based on the receipt date) at the latest to ensure there is no appreciable impact on school budgets. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.