

GOVERNORS' ALLOWANCES POLICY

A route to a positive future:

Committed to providing a quality education to pupils with complex needs, including autism and sensory impairment in West Berkshire and Greater Reading



Brookfields
Specialist SEN School

Reviewed: January 2021
Due for Review: January 2022
Policy Holder: Patrick Mitchell

Brookfields School Equalities Statement

All pupils at the school are offered a broad, balanced, stimulating and relevant curriculum regardless of their background, culture or ability. Each pupil is valued for who they are and what they bring to the school. We appreciate and celebrate the richness of diversity within the school community as well as the wider community. Through the work we do across the school on developing Values, we actively promote the importance of tolerance, co-operation, courage, determination, friendship and respect. Through this approach, pupils develop independence, confidence and integrity which prepares them for their future lives.

SCHEME FOR PAYING GOVERNORS' ALLOWANCES

1. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing board and its committees, undertaking governor development and otherwise acting on behalf of the governing board:
2. Governors may not claim for actual or potential loss of earnings or income.
3. All governors and associate members are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

4. Categories of eligible expenditure are as follows:
 - Care arrangements: Child care or baby-sitting expenses, where these are not provided by a relative or partner;
Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
 - Telephone calls and postage
 - Travel
 - Subsistence

Allowance Rates

5. Rates at which allowances are payable are as follows:

Care Arrangements: Actual reasonable costs for care will be reimbursed subject to advance agreement by the school.

Telephone Calls and Postage: Actual costs incurred.

Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate, which is 0.45p per mile for cars and vans and 0.24p per mile for motorcycles.

For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. The most efficient and cost effective method of travel should be used.

Subsistence: If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed. The cost of alcoholic drinks will not be reimbursed.

Criteria for Claims

6. All claims must be submitted to the head teacher on the attached form within one month of the expenditure being incurred (except for telephone calls). See Appendix 1

7. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.

8. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

9. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

WEST BERKSHIRE COUNCIL
PAYROLL SERVICES
BANK ACCOUNT DETAILS

Employee Name

Payroll Number

Department / Section

Name and Address of Bank

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.....

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Account in the Name of

Account Number

Bank Sort code

Signature

Date

Signed:
Policy Holder

Date:

Signed:
Headteacher/Governor

Date: