



**Brookfields**  
Specialist SEN School

## Brookfields School Governors' Allowances Policy

<b>Date</b>	<b>Description</b>
25 January 2023	Approved by the Full Governing Board

<b>Review schedule</b>	Annually
<b>Next review</b>	January 2024
<b>Policy holder</b>	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 £0.45 per mile for cars and vans and £0.24 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.

### Internally Generated Payment Request

AP2

This form is only to be used to request a payment where no invoice is available.  
 The form should not be used to make payments to suppliers for goods and services received.

Payee Name:				(Payments Team use only) Payee ID.	
Payee Address:				(Payments Team Use only) Transaction No.	
Details of payment					
Total Payment            £				<b>VAT Codes</b> Standard = SE Zero Rate = ZE Exempt = EE Outside Scope = OE Fuel (5%) = FE	
Costing Allocation					
Account	Cost centre	Analysis	Value	VAT Code	VAT Value
			£		£
			£		£
			£		£
			£		£
			£		£
			£		£

<b>Checks undertaken in compliance with Financial Procedure Rules section 10.14.5</b>	<b>Authorised for payment in accordance with the budget holder delegation arrangements.</b>
Name:	Name:
Signature:	Signature:
Date:	Date:

Payments Team Use
Value checks

**When completed please send to the Central Payments Team, Exchequer, Market Street**

RECEIVED

27 JUN 2017

CENTRAL PAYMENTS

**WEST BERKSHIRE COUNCIL**  
**PAYROLL SERVICES**  
**BANK ACCOUNT DETAILS**

Employee Name .....

Payroll Number .....

Department / Section .....

Name and Address of Bank .....

.....

.....

.....

Account in the Name of .....

Account Number .....

Bank Sort code .....

Signature .....

Date .....

Signed: ..... *F. Mitchell.* .....  
Policy Holder

Date: 04/01/2023

Signed: .....  
Headteacher/Governor

Date: .....