

# **Oakfield Short Stay Primary Management Committee Members' Allowances Policy**

Agreed by Mgt Comm    November 2024  
To be reviewed        November 2025

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Oakfield (a Pupil Referral Unit) known as Oakfield Short Stay Primary Management Committee believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

**All Management Committee Members of Oakfield Short Stay Primary will be entitled to claim the actual costs, which they incur as follows:**

1. Members will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Members or representative of Oakfield Short stay Primary, and are agreed by the Management Committee Chair or Head Teacher before any reimbursable costs are incurred.
2. Members will be able to claim for the following, on a case-by-case basis and with the prior approval of the Management Committee:
  - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner or family member) at £10/hr for up to 3 hours;
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner or family member) at £10/hr for up to 3 hours;
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - The cost of travel relating only to travel to meetings/training courses at a rate of 40 pence per mile which does not exceed the specified rates for school personnel;
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
  - Reasonable claims for telephone charges, photocopying, stationery, postage etc will be considered by the PRU Head Teacher;
  - Any other reasonable claims.
  - All above expenses to be approved by the PRU Head Teacher.

**The Management Committee at Oakfield Short Stay Primary acknowledges that:**

- Members may not be paid attendance allowance;
- Members may not be reimbursed for loss of earnings.

Members wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two months of the date when the allowances were incurred, when they will be submitted for approval by the Oakfield Short Stay Primary Head Teacher.

Claims will be subject to independent audit and may be investigated by the Management Committee Chair (Vice Chair) if they appear excessive or inconsistent.

This policy will be reviewed annually.

**Management Committee Members Allowance Scheme Claims Form**

<b>Name:</b>		<b>Date:</b>	
<b>Address:</b>			
<b>Post Code</b>		<b>Claim Period:</b>	
Travel to meetings/training courses			
<b>Date</b>	<b>Journey</b>	<b>Purpose</b>	<b>Miles</b>
<b>Total miles claimed</b>			
			<b>£</b>
			<b>p</b>
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for members with special needs			
Support for members whose first language is not English			
Travel to meetings / training			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>Total Expenses Claimed</b>			

I claim the total sum of £ ..... for Committee member’s expenses as detailed below. I have attached relevant receipts to support my claim.

Signed .....

This form should be submitted to the Chair of Management Committee within 2 weeks of costs incurred.