

# Bradford Central PRU

## Management Committee Allowance Policy

Policy agreed by Staff on:	September 2017
Ratified by full Management Committee:	September 2017
Review Date:	Autumn 2020
Agreed Frequency of Review:	3 yearly
Allocated Group / Person to Review:	MC can delegate to committee or individual member or HT
Signed by Chair:	
Signed by Headteacher:	

## **Introduction**

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

### **All members of the Management Committee at BCPRU 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 of the Management Committee or representative of BCPRU, and are agreed by the Resources Committee that they are justified 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 baby sitting allowances (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - 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 24 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 LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

### **The Management Committee at BCPRU 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 Business Manager), attaching receipts where possible, and return it to the PRU within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of the Management Committee or Chair of Resources Committee to be presented to the Resources Committee (which meets at least once per half-term) for final approval.

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

## Management Committee Allowances Claim Form

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	
<b>Claim Period:</b>	

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

Signed.....

	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			