

# PETROC

## POLICY STATEMENT ON GOVERNORS' ALLOWANCES AND EXPENSES

### 1. Introduction

As charity trustees, Governors are entitled to have their expenses met from the funds of the charity.

### 2. Purpose of the Policy

The aims of this policy are to:

- minimise the circumstances in which a Governor (or non-Governor who is co-opted on to a Governing Body Committee) would be obliged to be out of pocket as a result of freely giving of his/her time to the work of the Governing Body;
- reaffirm the Governing Body's commitment to ensuring equality of participation for all Governors.

### 3. The Policy

#### 3.1 Remuneration

Governors will not be paid attendance allowances or be reimbursed for any loss of earnings.

#### 3.2 Travel and subsistence

a) Travelling expenses will be paid for:

- attendance at Governing Body and Committee meetings;
- attendance at approved Governor training courses, either at the College or elsewhere;
- visits to the College on Governing Body business;
- attending meetings away from the College, but on Governing Body business.

b) The mileage allowance will be in accordance with the College scheme for staff travelling expenses.

c) Subsistence expenses, in accordance with the normal College scheme, can be paid for attendance at meetings away from the College. Course fees will either be paid in advance or reimbursed.

#### 3.3 Child care or baby-sitting expenses

Expenses will be paid where a Governor does not have a spouse, partner or other responsible adult to care for a child, or children, during a period

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when the Governor is attending a meeting of the Governing Body or one of its Committees, visiting the College in his/her role as a Governor, undertaking Governor training or otherwise representing the College or Governing Body. Claims will be limited to reimbursing the actual cost paid to the child minder.

## **3.4 Care arrangements for an elderly or dependent relative**

Costs may be refunded in similar circumstances to child care. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the Governor would otherwise have provided during his/her period of absence.

## **3.5 Governors with a special need**

Every effort will be made by Petroc to provide at the College, free of charge, the arrangements, facilities or equipment required to enable a Governor with a special need to participate fully and meaningfully in all the activities of the Governing Body. If, for any reason, this cannot be done, then the expenses incurred by the Governor in making these arrangements will be reimbursed (for example, the cost of the provision of a signer, audiotapes, brail documents or the travelling and subsistence expenses for a person providing support).

## **3.6 Governors whose first language is not English**

The translation of documents or provision of an interpreter may be met in circumstances similar to a Governor with a special need.

## **3.7 Telephone charges, postage, photocopying and stationery costs**

Expenses may be reimbursed where the Governor is unable to use the facilities of the College in the performance of any work in his/her capacity as a Governor. Governors must keep a written record (and obtain a receipt, where possible). Claims will be limited to reimbursing the actual costs involved.

## **3.8 Claiming**

Unless substantial sums are involved, Governors are asked to claim termly, in arrears, and prior to the end of the financial year in question. Claims should be sent to the Governance Advisor.

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