



The Cedar Federation is committed to the safeguarding of our pupils and staff.

## Cedar Federation **Statement of Vision**

**One federation family, working and flourishing together to serve and nurture our communities.**

**Bible Quote: 'I myself will take a shoot from the very top of a cedar and plant it... it will produce branches and bear fruit and become a splendid cedar.' (Ezekiel 17:22-23)**

### Rationale

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. 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. The Cedar Federation Governing Body 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.

**From January 2025, all governors of The Cedar Federation will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of The Cedar Federation, and are agreed by the Governing Body that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - 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);

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- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2);
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

**The Governing Body at The Cedar Federation acknowledges that:**

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

Governors 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 weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Resources to be presented to the Resource Committee (which meets at least once per term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent and not more than £50.

This policy will be reviewed by the Governors on a biannual basis.

To be reviewed: January 2027

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## Appendix 1

### The Cedar Federation Governors' Expenses Claim Form

<b>Name:</b>	<b>Telephone No:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

I claim the total sum of £..... for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

I have sought prior approval from the Governing Body.

Signed.....

	£
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>	

This form should be submitted in a sealed envelope to:

The Office Manager, Freezywater St George's School or The Office Manager, St James' School.

This form should be submitted within 2 weeks of the expenses being incurred.

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## Appendix 2

### Approved Milage Rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p