

## Recompense for Attendance at Meetings of Solihull Schools Forum, Executive, Work Groups & Task and Finish Groups

### 1. Introduction

Schools Forum regulations allow for the reimbursement of all reasonable expenses in connection with attendance at meetings of the Solihull Schools Forum.

At the Schools Forum meeting on 5<sup>th</sup> July 2004 it was agreed that a scheme would be made available to members of Forum and its associated groups. The scheme does not apply to Councillors or Local Authority Officers, as they have access to other schemes. This scheme applies to all meetings associated with Forum, Executive, Work Groups and any Task and Finish Groups authorised by the Chairperson of the relevant group or the Chairperson of the Forum. The scheme is administered by the Forum Administrators.

### 2. Categories Eligible to Claim

The following categories of members at Forum, Executive, Finance and Capital Work Groups and Task and Finish Groups are eligible to claim specified expenses:

- Head Teachers, Principals of Academies, Head Teacher Representatives and Bursars/Finance Directors
- Governors
- TU Representatives (teaching and non-teaching)
- Early Years Representatives
- 14-19 Representatives

### 3. Table of Rates

The general principle for the release of school-based staff (including teaching TU representatives) is that when a member of teaching staff is absent on Forum duties, arrangements will be made by the school to provide temporary cover at additional expense. Reimbursement for teaching and non-teaching staff will be made to schools, academies, colleges and early years settings, based on the teacher rate of the Absence Insurance Scheme and is shown in the table below. Reimbursement for other categories of membership is also shown.

Member Categories	Per Half Day Meeting	Per Full Day Meeting	Travel and Incidental allowance per Meeting
Teaching Staff (Head Teachers, Principals, Head Teacher Representatives, Teaching TU Representatives and 14-19 Representatives) *	£80.00	£160.00	£12.50
Non-Teaching Staff (Bursars, Early Years Representatives on Forum and Nursery, PVI and Childminder representatives) *	£26.00	£52.00	£12.50
Non-Teaching TU Representatives	-	-	£12.50
Governors	-	-	£12.50

\* Payments are made to settings and not to individuals

#### **4. System for Processing Payments**

- Payments will be triggered automatically by signing meeting Attendance Forms.
- Payments will be made on a termly basis in arrears.
- Staff at schools, colleges and early years settings wishing to obtain recompense for travel and other incidental expenses, will claim through their setting using normal procedures.
- Payments will be made to governors and non-teaching TU members directly, using the BACS system to an account specified to the Forum Administrators, on a termly basis in arrears.

#### **5. Subsistence**

There is no subsistence element to this scheme.

#### **6. Additional Claims**

Forum will give consideration to claims for expenditure directly related to Forum business outside the scope of the main expenses scheme. All such claims are to be cleared in advance through the Schools Forum Administrators.

Reviewed by Finance WG  
on 8 January 2018 and accepted  
with no changes