



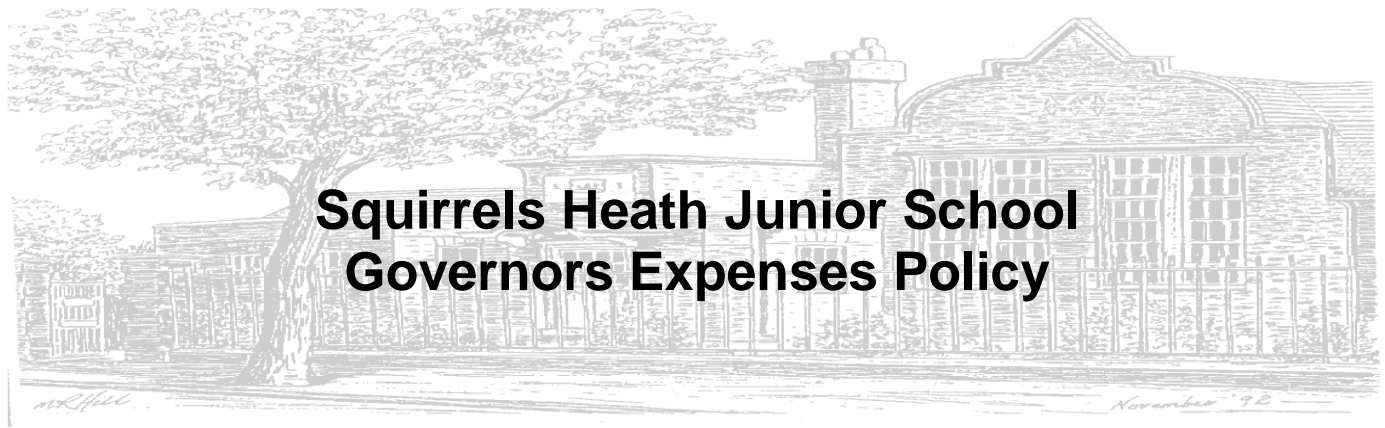
# Governors Expenses Policy

Adoption by Governing Body

..... (Signature of Chair of Governors)

.....October 2019..... (Date)

To Be Revised .....October 2020.....(Date)



# Squirrels Heath Junior School

## Governors Expenses Policy

### **Introduction:**

Governors give their time generously for the benefit of the school. So that every governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her full part as a governor, the Governing Body formally agreed the following policy on paying governors' expenses.

*Departmental advice issued in 2014 states:-*

*School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.*

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

The aim of this policy is to ensure that a governor (or non-governor who is an associate member of the governing body), is not out of pocket where the School has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

### **Child care or baby sitting expenses.**

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the governing body, its committees, approved governor training/conferences or is otherwise representing the

School or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

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

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

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

Where the School or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

### **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 special needs.

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

May be reimbursed where the governor is unable to use the facilities of the School in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

### **Travel and subsistence**

Mileage may be claimed where the distance between the governors' home and the School or other venue which governors are required to attend on business related to the work of the governing body (e.g. meetings, approved training courses/conferences, visits to other providers, etc.) exceeds 10 miles. Where several governors attend the same meeting or event they are encouraged to share transport so as to minimise costs. Where necessary, the cost of parking to enable attendance of business away from the School site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the rate of 40p per mile for the miles travelled in excess of 10 miles. Payments of expenses where these have been, or are already met by the LEA or other body are excluded from this policy.

## **Procedure for Claiming**

In order to provide a clear audit trail, governors claiming allowances should complete a copy of the attached proforma, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor is required) and proof that expenditure has occurred.

If a governor is unsure about claiming for expenses, he or she should seek guidance from the Chair of the Finance Committee, who may in turn seek further guidance, should the need arise.

The Finance Committee agrees an annual budget to cover governors' expenses when the school sets its spending plan.

The Headteacher or Finance Officer allocates the expenditure to the relevant budget, and keeps a record together with completed claims proformas.

The Finance Committee monitors expenditure and agrees any virement as may be necessary.

**Squirrels Heath Junior School**  
**GOVERNORS' EXPENSES CLAIM FORM**

NAME: \_\_\_\_\_

I wish to claim £ \_\_\_\_\_ (please insert amount claimed and tick appropriate boxes)

I CERTIFY THAT I ATTENDED A MEETING ON \_\_\_\_\_ (date) AT \_\_\_\_\_

\_\_\_\_\_ Chair of the Meeting/Course Tutor (please print name)

\_\_\_\_\_ Signature of Chair/Course Tutor

**1. TRAVEL EXPENSES**

Bus Ticket – please attach bus ticket

Mileage for car – please list mileage incurred and cc of vehicle

Mileage \_\_\_\_\_ cc of car \_\_\_\_\_

Taxi fare – please attach receipt

**2. CHILD CARE / DEPENDENT RELATIVE**

Please request registered childminder sign and date below, and insert amount to be claimed above.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_

**3. CLERICAL EXPENSES**

Please attach a list of the items purchased and a receipt to this proforma  
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**I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY**

\_\_\_\_\_ Headteacher or authorised Deputy (please print name)

\_\_\_\_\_ Signature of Headteacher or Deputy

\_\_\_\_\_ Date

I CERTIFY THAT I HAVE RECEIVED £ \_\_\_\_\_ IN RESPECT OF GOVERNORS' EXPENSES

\_\_\_\_\_ Claiming Governor (please print name)

\_\_\_\_\_ Signature \_\_\_\_\_ Date