

PAYMENT OF GOVERNORS' EXPENSES

Reviewed: September 2022

General

The school follows the 2013 regulations which give governing boards the discretion to pay expenses from the school's delegated budget to governors for certain expenses which they incur in carrying out their duties. The DFE also considers that governors should not be out-of-pocket when carrying out their duties.

Governors intending to claim expenses should ensure prior approval has been obtained. Once prior approval has been received, governors wishing to make claims under these arrangements should complete a claim form (obtainable from the finance office) (and see appendix 1)

- 1.1 Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the governing body and its committees, undertaking governor development and otherwise acting on behalf of the governing body.
- 1.2 Governors may not claim for actual or potential loss of earnings or income.
- 1.3 All governors are eligible to claim allowances in accordance with this scheme.

2.0 Eligible Expenses

Categories of eligible expenditure are as follows:

- 2.1 Governors must not be paid an allowance to attend meetings.
- 2.2 Governors must not be reimbursed for loss of earnings.
- 2.3 Governors must make maximum use of the most efficient means of the travel options available wherever possible, for example off-peak train times, car-sharing.
- 2.4 Governors can claim the actual costs that they incur in carrying out their duties as a governor or representative of the school. Claims may be made for:
 - 2.5 Child care or babysitting expenses when attending governors' meetings.
 - 2.6 Care arrangements for an elderly or dependent relative when attending governors' meetings.
 - 2.7 The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
 - 2.8 The cost of travelling to meetings/training courses, at a rate agreed annually at the first meeting in September and which does not exceed the specified rates for school personnel, unless these

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costs can be claimed from the local authority (LA) or any other source. It is the responsibility of the governor to ensure that there is an appropriate level of insurance on the private vehicle to be used, for example on the use in connection with business and associated passengers.

- 2.9 Telephone charges, photocopying, stationery, postage etc.
- 2.10 Telephone rental and broadband subscription, so long as these are split to reflect the percentage of time relating to usage on behalf of the school.
- 2.11 Subsistence (that is, reimbursement for meals purchased that would not have otherwise been bought) which does not exceed the specified rates for school personnel.
- 2.12 Reasonable overnight accommodation and subsistence (including any essential care costs), which does not exceed the specified rates for school personnel, while attending essential events such as voluntary sector conferences or specialist training courses.
- 2.13 Training materials and publications relevant to being a governor.

Governors must follow the same guidance as employees about when and how much they can claim as expenses.

3.0 Allowance Rates

Rates at which allowances are payable are as follows:

- 3.1 Care Arrangements: actual costs incurred, up to a maximum of [£12*] per hour.
- 3.2 Telephone calls and postage: actual costs incurred.
- 3.3 Travel rates: in accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans and 25p mile for motorcycles (rate for the first 10,000 miles).
- 3.4 For public transport, actual costs incurred. Where more than one class of fare is available, the rate shall be limited to second-class fares. The cost of travel by taxi will be reimbursed only in reasonable circumstances.
- 3.5 Subsistence: if additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from the School, reimbursement will be made for the food/drink items bought on the day claimed.

4.0 Criteria for Claims

- 4.1 All claims must be submitted to the Headteacher and/or Director of Finance and Operations within one months of the expenditure being incurred.
- 4.2 Receipts must be supplied to support claims for reimbursement, e.g. train ticket, till receipt.
- 4.3 In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

5.0 Financial Systems

- 5.1 The Academy's normal systems for authorising and processing payments will apply to claims made under this scheme.

[*] The rates to be agreed annually at the September full governing body meeting.

6.0 Arrangements for review of the expenses policy

- The school's finance office is responsible for ensuring all payments are processed in accordance with the agreed rules and limits in this policy and that any other claims are brought immediately to the attention of the headteacher.
- This policy will be monitored throughout the year and evaluated annually by the finance committee before the first meeting in September to consider any changes that need to be made on the advice of auditors or to reflect decisions made on any excessive or inconsistent claims that may have arisen during the year.

**APPENDIX 1
GOVERNORS' EXPENSES – CLAIM FORM**

Name of school		
Name of governor		
Address of governor		
Postcode		
Date/period expense(s) occurred		
Details of actual expenses incurred	£	P
Items marked * must be approved in advance by the headteacher		
*Child care/babysitting expenses		
*Care arrangements for an elderly or dependent relative		
*Support for governors with special needs or whose first language is not English		
Travel by public transport to meetings/training courses		
Travel/subsistence to national meetings or training events		
Mileage allowance: miles at pence per mile		
Telephone charges (attach a copy of the provider's invoice having marked the calls for which the claim is made)		
Telephone/broadband rental (attach a copy of the provider's invoice and an explanation of the proportion of the cost claimed)		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

GOVERNORS' EXPENSES – CLAIM FORM**Declaration of claimant**

I claim the sum of £..... for governor expenses as detailed above and confirm that my claim complies with the requirements of the school's expenses policy. I have attached relevant receipts and mileage logs to support my claim.

Signed.....

Date.....

Declaration of person authorising the claim

I have carried out the checks required of me by the school's expenses policy before authorising this claim.

Signed.....

Date.....

Approved and signed off by Headteacher and/or Director of Finance & Operations

Signed.....

Date.....